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ABSTRACT

The third of three volumes in a postsecondary secretarial science curriculum, this manual contains course syllabi for thirteen secretarial science technical courses. Course titles include Shorthand 1-3; Shorthand Dictation and Transcription, 1-3; Terminology and Vocabulary: Business, Legal, Medical; Typewriting, 1-5; and Word Processing. Each course syllabus is comprised of the following parts: (1) course description; (2) course objectives; (3) major divisions of the course content; (4) credits, hours, and prerequisites; (5) evaluation; (6) content outline; and (7) a bibliography. (Volumes 1 and 2 are also available.) (LRA)

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ED198318

Volume III

SECRETARIAL SCIENCE

Curriculum Guides
For
Two-Year Postsecondary Programs

Winter, 1979

CE 027 994

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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*Each course outline and abstract will begin with page one. Each page will be identified with an Arabic number in lower center and course number in lower right-hand corner.

**Continuation of course syllabi from Volume II.

SYLLABI FOR SHORTHAND

BUS 106 SHORTHAND I, BUS 107 SHORTHAND II, BUS 108 SHORTHAND III

The shorthand syllabi were revised by Sue Agee, Montgomery Technical Institute; Lois Denny, Sampson Technical Institute and Madge Wray, Cleveland County Technical Institute with assistance from the Secretarial Science Committee. The original syllabi were developed by Eleanor Garrett, Dora Johnson and Margaret Wagoner, Central Piedmont Community College.

Appreciation is expressed to the individual contributors, their respective institutions and the Advisory Committee for their assistance and cooperation.

NOTE: The same course number for Shorthand should be used for all secretarial programs. Course numbers may be distinguished for a particular curriculum by adding the first letter of the curriculum title to the course number. Example: BUS 106L for Legal Secretarial.

Speed requirements should be based on requirements by local personnel offices. The speeds included in the syllabi were determined by the Advisory Committee and should be adjusted to meet local requirements.

BUSINESS 106 SHORTHAND I (Beginning Shorthand Theory)

I. DESCRIPTION OF COURSE:

Shorthand I is designed to prepare the student in the theory and practice of reading and writing shorthand. Emphasis is on penmanship, phonetics, word families, brief forms and phrases.

II. COURSE OBJECTIVES:

Upon completion of this course, the student will:

1. Recognize sounds and use these sounds in shorthand word construction.
2. Read shorthand notes rapidly and accurately.
3. Integrate shorthand skill with correct usage of the English language - spelling, punctuation, sentence structure and word usage.
4. Demonstrate desirable personal traits necessary for office employment.

III. COURSE OVERVIEW:

A. Shorthand theory
B. Reading practice
C. Techniques and procedures for speed and accuracy
D. Review of correct usage of English language
E. Attitudes
F. Good grooming practices

IV. CREDITS, HOURS, PREREQUISITES

A. Three-four (3-4) quarter hours credit
B. Two-three (2-3) class hours per week; two-three (2-3) laboratory hours per week
C. No prerequisite

V. EVALUATION:

Evaluation should be based on the completion of stated objectives.

OVERALL COMPETENCIES - DICTATION

The student will

1. take dictation accurately at an acceptable speed.
2. transcribe dictation quickly and efficiently.
3. type correspondence that is completely free from typographical and spelling errors.
4. use proper and acceptable English both in speech and writing.
5. command an adequate vocabulary, especially in relation to office procedures and business functions.
6. practice discretion and tact.
7. understand that loyalty is one of the strongest assets an office worker can have to assure a pleasant and continued working relationship.
8. demonstate grooming practices that are acceptable to employers both when seeking employment and while on the job.
9. behave with courtesy and friendliness.
10. accept responsibility in making decisions.

ON-THE-JOB TASKS - DICTATION

The worker will

1. take dictation in shorthand.
2. transcribe dictation on the typewriter.
3. compose and type routine correspondence.
4. read and route incoming mail.
5. locate and attach appropriate file to correspondence to be answered by employer.
6. file correspondence and other records.
7. record minutes of staff meetings.
8. type correspondence, memos and other items from form and rough draft required by employer.
9. type information on forms, cards or letterheads from dictation, applications, computer listings and other sources.
10. accept responsibility in making decisions.
11. behave in a courteous and friendly manner.

Competency	Content Outline	Activity Experience	Evaluation
	I. Shorthand Theory		
Recognize sounds and use these sounds in rapid word construction and shorthand writing.	A. Theory B. Strokes to represent sounds C. Joining principles D. Word beginnings and endings E. Brief forms and phrases	The instructor will say each sound aloud and write it on the chalkboard or transparency. Students will say sound with instructor and write it in word construction several times. The student will practice shorthand writing in class and through homework assignments.	The instructor will check student's knowledge of sounds and ability to use them in word construction by: 1. Listening to student read from his/her homework notes. 2. Dictating words for him/her to write in shorthand and transcribe in longhand. 3. Having student read from new words (using sounds learned previously) written on chalkboard or transparency.

Competency	Content Outline	Activity Experience	Evaluation
	II. Reading Practice		
Read shorthand rapidly.	A. Words and phrases written on chalkboard or overhead projector	The student will read aloud to the class.	The student will read aloud from textbook while instructor checks his/her speed and accuracy.
	B. Preview words at the beginning of each lesson in the textbook	Students will read in pairs with one student reading while the other follows, then reverse.	
	C. Letters in each lesson in the textbook	The student will read aloud each lesson in the homework assignment before writing it.	

Competency	Content Outline	Activity Experience	Evaluation
	III. Reading and Writing Material		
Automatically recognize and write commonly used words and phrases.		The student will read aloud in class brief forms and phrases; he/she will write these in class from dictation and practice them several times for homework.	The instructor will check the student's ability to recognize and use brief forms and phrases by: 1. Listening to him/her read aloud in class. 2. Dictating brief forms and phrases. 3. Having student write them in shorthand and transcribe in longhand.

Competency	Content Outline	Activity Experience	Evaluation
	IV. Techniques and Procedures for Speed and Accuracy		
Use proper techniques and procedures necessary for the development of speed and accuracy in shorthand.	A. Suggestions for effectively handling each new phase of shorthand study	The student will read, as part of homework, the tips in the textbook on proper techniques and procedures for developing speed and accuracy in shorthand.	The instructor will observe students in class and also ask students to, orally or in writing, give the tips on proper techniques and procedures for developing speed and accuracy in shorthand.
	B. Good practice procedures		
	C. Importance of transcription	Instructor will review in class as a means of reinforcement.	
	D. Special tips		
	1. Date pad 2. Use rubber band to separate old notes from new 3. Use double lines to indicate end of take		

Competency	Content Outline	Activity Experience	Evaluation
	V. Review of Correct Usage of English Language		
Improve ability to spell, punctuate and generally use the English language properly.	A. Spelling B. Punctuation C. Vocabulary builders D. Similar words	The student will read and complete any drills and exercises in the textbook. The instructor will discuss these with students. The instructor will bring to class additional practices in punctuation, spelling, vocabulary building and grammar.	The instructor will check the student's knowledge of spelling, word meanings and punctuation by asking him/her to spell in longhand, punctuate or define or give reasons for punctuation while reading from shorthand in the textbook.

Competency	Content Outline	Activity Experience	Evaluation
	VI. Attitudes		
Develop the ability to use discretion, courtesy and tact in an office environment.	A. Improving attitudes B. Effectively handling situations that might occur in an office	The instructor will initiate discussion of articles in the textbook and will introduce "office situations" for student discussion. The instructor and students will practice using these attitudes in the classroom, treating the classroom as an office environment.	Discussion and observation of knowledge of behavior in an office environment.

Competency	Content Outline	Activity Experience	Evaluation
	VII. Good Grooming Practices		
Demonstrate grooming practices that are acceptable to employers both while seeking employment and while on the job.	A. Hygiene B. Appearance	Several minutes of class will be used periodically to discuss articles pertaining to grooming abstracted from secretarial magazines, books and other sources and to allow students to express their opinions.	Instructor will observe and make tactful suggestions when needed. This will not be used in determining the student's grade.

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Gregg, John Robert, Louis A. Leslie and Charles E. Zoubek. Gregg Shorthand: Series 90. (Textbooks, materials and audiovisual materials) New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

Leslie, Louis A. and others. Gregg Shorthand for Colleges. Volume One, Diamond Jubilee Series. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

2. Periodicals

Business Education Forum. National Business Education Association, Dulles International Airport, Box 17402, Washington, DC, 20041. (Monthly - October-May; $15 per year.)

Business Education World. McGraw-Hill Book Company, 1221 Avenue of The Americas, New York, NY, 10020. (Bimonthly: Free to business educators.)

International Review for Business Education. (In English, French, German, Italian and Spanish.) International Society for Business Education, Chemin de la Croix, 1052 le Mont-Sur-Lausanne, Switzerland. (Semiannual: 25f.)

Journal of Business Education. Heldref Publications, 4000 Albemarle Street, NW, Washington, DC, 20016. (Monthly: October-May; $15 per year.)

The Secretary. National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108. (Monthly: $7 per year.)

Today's Office. National Research Bureau, 211 North LaSalle Street, Chicago, IL, 60601. (Monthly - A newsletter for office workers.)

Today's Secretary. Gregg Division, McGraw-Hill Publishing Company, 1221 Avenue of the Americas, New York, NY, 10020. (Monthly: $5 per year.)

3. Audiovisual Aids

Century 21 Shorthand - A Video Taped Instructional Program. Cincinnati: South-Western Publishing Co., Current Edition.

Filmed Individualized Instruction for Gregg Shorthand Theory. Order from: Waubonsee Community College, Route 47 at Harter Road, Sugar Grove, IL, 60554, Attention: Martha Price, Telephone: 312-466-4811.

Designed for use as instruction for Gregg Shorthand Theory in conjunction with any beginning Gregg textbook. Can be used for review of Gregg Theory, make-up or remedial work.

Cost: 1 set (40 films) $1,750 Series Seventy Cartridges
$1,810 Reel-Cart-C Cartridges

Call or write about 3/4" video tape cassettes.
Cost includes instructor's manual.

Leslie, Louis A. and others. Gregg Shorthand: Individual Progress Method. Diamond Jubilee Series. New York: McGraw-Hill Book Company. (Self-contained learning system.)

Theory Dictation Records and Dictation Tapes. Gregg Shorthand for Colleges. Diamond Jubilee Series. New York: Gregg Division, McGraw-Hill Book Company.

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a. Dictionaries and Miscellaneous

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Student Transcript and Workbook for Gregg Shorthand for Colleges. Volume One. Diamond Jubilee Series. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

Worsley, Jerome R. The Whole Thing. Write to Dr. Worsley at Durham Technical Institute, P. O. Drawer 11307, Durham, NC, 27703 for additional information.

b. Associations

Executives' Secretaries, Incorporated, 203 Dixon Building, 2188 Highland Drive, Salt Lake City, UT, 84106.

National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108.

c. Handbooks and Manuals

Doris, Lillian and Bessie M. Miller. Complete Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

Sabin, William A. The Gregg Reference Manual. New York: McGraw-Hill Book Company, Current Edition.

Harold, J. J. and M. Thompson. New Standard Reference for Secretaries and Administrative Assistants. New York: Macmillan Publishing Company, Current Edition.

Hutchinson, Lois D. Standard Handbook for Secretaries. New York: McGraw-Hill Book Company, Current Edition.

Mager, Nathan H. and Sylvia K. Mager. Office Encyclopedia. New York: Picket Books, Current Edition. (630 Fifth Avenue, New York, NY, 10020.)

Munro, Kate M. and others. Secretary's Handbook. New York: Macmillan Company, Incorporated, Current Edition.

Schwieger, Twyla. Modern Secretary's Complete Guide. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

5. Resource Book

Popham, Estelle L. and others. A Teaching-Learning System for Business Education. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

APPENDIX

SHORTHAND I

EXAMPLE CLASS FORMAT*

OBJECTIVES

Unit 1

Objectives

The main objective of Shorthand I is presentation of shorthand theory to the student who has never studied shorthand and to provide review and practice for the student who has studied shorthand in high school. The student will practice reading and writing shorthand character outlines and memorize brief forms.

In the orientation session, the unlimited uses of shorthand will be discussed. Skill development in areas such as general secretarial, medical secretarial, legal secretarial and administrative assistant will be emphasized. Advantages for completing a prescribed course of study rather than minimum preparation include: better starting pay, employment for higer-level executives and more rapid promotion.

Throughout Shorthand I, speed building in taking dictation and transcribing with accuracy and producing mailable copies will be constant goals. In addition, grammar review, punctuation and spelling review will aid the student in effective business communication through correct usage of the English language and shorthand skill.

Frequent checkups will be given on knowledge of brief forms and phrases which will be evaluated on the basis of S (satisfactory) or U (unsatisfactory). Grade points for evaluation will be approximately 96% correct for "S" on any given checkup. A tentative schedule for these evaluations will be once each week. Periodic examinations, covering theory, dictation and transcription--including correct usage of English and typewriting skills--will be given.

Approximate Time Allotment

Orientation and introduction to course, 1 hour
Other class meetings, 8 hours
Laboratory periods, 5 hours

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*Developed by Katrina V. Hunter, Secretarial Science Instructor, Mayland Technical Institute.

CONTENT	ACTIVITY EXPERIENCE
Orientation. Introduction to Text. Refer to introductory comments preceding each chapter in textbook.	Shorthand textbook and dictionary. Shorthand workbook.
Stress importance of use of shorthand dictionary for both correct shorthand outlines and correct spelling. One may also check word division in this dictionary.	
Place special emphasis on daily practice in reading and writing shorthand. Point out the value of keeping up practice assignments in the workbook.	
Remind students that shorthand is a skill and is "learned" by continuous practice rather than being "taught." The instructor only provides the proper learning situation and assists the students through instruction in their "learning" of the skill.	
Assign practice material in text, and discuss correct practice procedures.	
Chapter 1. Assign reading and writing practice with emphasis on reading.	(Lessons 1 - 6. Text.) Shorthand pads; Use chalkboard. Give checkup on brief forms and phrases at the end of Chapter 1.
Chapter 2. "The College-Trained Secretary." Have students read from shorthand book. Place additional emphasis at this point on writing, correct forming of outlines and smoothness in writing rather than "drawing" the outlines.	(Lessons 7 - 12.) Have students spell and read together aloud.
Review brief forms and phrases studied in Chapter 1.	Write shorthand on chalkboard as illustrations. Checkup on brief forms and phrases covered in Chapter 2.

Unit #1 (Continued)

CONTENT	ACTIVITY EXPERIENCE
Chapter 3. "Shorthand and the Liberal Arts."	(Lessons 13 - 18. Text.)
Pronounce and practice writing new brief forms. Reading and writing practice. Grammar and punctuation review.	Read aloud (individually) in class. Checkup on brief forms and phrases.
Chapter 4. "The growing importance of the Secretary." Discussion of the secretary as a special, professional person.	
Word study.	Textbook.
Business vocabulary study.	Checkup on brief forms and phrases covered in Chapter 4.
Reading and writing practice. Review of all brief forms and phrases.	

Unit: #2

Time Allotment: Class hours, 6. Lab. Periods, 4 hours.

Chapter 5. "The Route Upward." Discussion of the various qualities of an administrative assistant and her duties, etc.	(Lessons 25 - 30. Text.) Use chalkboard for illustrations. Use of dictation tapes.
Additional theory. Reading and writing practice. Simple dictation for short periods of time.	

Unit: #3

Time Allotment: Class meetings, 16 hours. Final examination, 2 hours.
Laboratory periods, 13 hours.

CONTENT	ACTIVITY EXPERIENCE
Chapter 6. "The Specialized Secretary." Emphasize the fact that specialists in any field do a better job; thus, the student who completes her training will naturally be in demand and will receive more benefits and personal satisfaction because she will then become a part of the "specialist" group. Reading and dictation practice. Review grammar and punctuation.	(Lessons 31 - 36. Text.) Use chalkboard. Instructional tapes. Give checkup on brief forms and phrases.
Chapter 7. "What is an 'Adequate' Shorthand Skill?" Reading and writing practice. Dictation from text. Transcription practice on material from textbook and from dictation tapes.	(Lessons 37 - 42. Text.) Use Dictation tapes. Dictate to students from transcript. Give checkup on brief forms and phrases.
Chapter 8. "Choosing a Job." Discuss the fact that there is more to consider in accepting a job than money. Questions for discussion: 1. Will the work be interesting and challenging? 2. Will the people within the organization be enjoyable to work with and for? 3. Will there be reasonable opportunity for financial and professional advancement?	Refer to introduction to Chapter 8, in textbook. (Lessons 43 - 48.) Textbook. Dictation from material in text. Use dictation tapes. Choose speed according to individual progress. Checkup on brief forms and phrases.

Unit #3 (Continued)

CONTENT	ACTIVITY EXPERIENCE
Dictation and transcription practice.	
Review of grammar and p[illegible]ation.	
Study business vocabul[illegible]	
Chapter 9. "'Status' and the Secretary."	Follow similar procedures as in previous Chapters throughout Unit #3. (Lessons 49 - 56.) Textbook. Final Exam.

Unit: #4

Time Allotment: Laboratory Periods according to individual student's needs and progress.

Chapter 10. "The 'Ideal' Secretary."	(Lessons 57 - 70. Text.)
Discuss briefly the qualities of an "ideal" secretary; i.e., poise, good grooming, good communication skill, and excellent stenographic skill (shorthand, typewriting, and transcription).	
This Unit will be used as supplementary skill-building practice for those students who easily reach the required minimum of 60 words per minute dictation with transcription of mailable copy on short business letters and other styles of business communication. Students will be encouraged to use lab. periods for this study.	Supplement textbook materials with dictation tapes.
Emphasis will be placed on transcription of mailable business letters with special attention to neat typewriting, correct punctuation, spelling, and grammar usage.	

Additional teaching aids to be used periodically throughout Business 106, Shorthand:

- Filmstrips
- Dictation from current magazines, such as "Today's Secretary"
- Transparencies
- Learning Laboratory resources

FINAL EXAM:

Final Examination will be given in two parts (two class hours):
Part I will cover shorthand theory (brief forms, phrases, and words).
Part II will consist of dictation and transcription on the typewriter.
Each part will count one-half of final-examination grade.

STANDARDS

Shorthand I

BUS 106

Lessons 1-48 to be covered

A. One third of grade is based on the number of words transcribed correctly in three minutes. The following grading scale is used:

Grade	wam
A	25
B	20
C	15

Students are permitted five errors. If they make more than five errors, their papers are disqualified, regardless of the number of words transcribed.

B. One third of grade is based on the average of theory tests, including a grade of 100 on all brief forms.

C. One third of grade is based on practiced material dictated for two minutes. students are allowed approximately 15 minutes in which to transcribe. The following grading scale is used:

Grade	WAM	Errors
A	70	0-4
A	60	0-2
B	70	5-
B	60	3-4
B	50	0-2
C	60	5-
C	50	3-4
D	50	5-

Three takes in one grade area is considered satisfactory to complete the requirement for the grade.

NOTE: A student must make a grade of C or better to be eligible for Shorthand II.

Figure 10.4 Competencies of four levels of learning with tasks involved for each domain

Competencies	Cognitive	Affective	Psychomotor
Learning level Introductory stage Transcribe longhand from bookplates at a minimum rate of speed and with a limited number of transcription, spelling, punctuation, and grammar errors	1. Comprehend and read shorthand outlines 2. Comprehend and read punctuation 3. Transcribe shorthand outlines and punctuation 4. Apply rules of grammar, spelling, and punctuation	Willingly respond by reading, transcribing, and applying rules, etc.	Write longhand
Improvement stage Record open-book or closed-book dictation of familiar material and transcribe in good form at a minimum rate with a limited number of transcription, spelling, punctuation, and grammar errors	1. Construct shorthand outlines 2. Apply grammar, punctuation, and spelling in transcript 3. Transcribe from own shorthand outlines	Willingly respond by performing	Write longhand and/or with typewriter as communication tools
Application level Record previewed new-matter dictation at a minimum speed and transcribe with a limited number of errors	1. Hear new words and construct readable outlines 2. Nos. 1, 2, and 3 above	Consistently respond in handling new vocabulary and transcribing	Use typewriter as communication tool
Integration or fusion level From new-matter dictation and office-style dictation record material at a rate commensurate with office standards and transcribe mailable letters and reports	1. Both Nos. 1 and 2 above 2. Decide on appropriate word or words so that transcript makes good sense 3. Identify and correct all errors 4. Use good form in setting up letter	Consistently exercise care in performing all tasks	Use typewriter as communication tool

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Figure 10.7 Plan for Lesson 9 (Continued on page 218)

Lesson 9–1

I. Goals

1. Read homework at approximately 80% of printed-copy reading rate.
2. Read review theory, brief forms, and phrases from transparency without hesitation.
3. Read bookplates for Lesson 6 or 7 fluently.
4. Practice dictation of material in para. 39, pp. 38–39 at 40 wam.
5. Read back sentence from dictation.

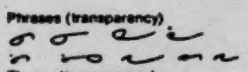
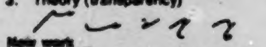
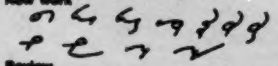
II. Resources

Teacher	Student
1. Lesson plan.	1. *Gregg Shorthand, DJS.*
2. *Gregg Shorthand, DJS.*	2. Class notebook.
3. Transparencies with review words.	3. Pen.
4. Transcript for dictation.	

III. Reading homework

Lesson 8		Student begins reading immediately upon being seated.
1. Brief form letter: para. 51, pp. 48–49.		
2. Para. 55, pp. 50–51.		
3. Para. 57, p. 51.	*7 min.*	
4. Check reading of: Nancy Floyd, Willie Tucker, Sharon Bookman, Ike Rosen, Marcia Odlen.		Random reading for ¼ to ½ minute from textbook.

Lesson 9–2

Teacher		Student
IV. Review		Reading brief forms chart on
1. Brief forms	*3 min.*	inside cover of book. Random reading through brief forms of Lessons 1–8.
2. Phrases (transparency) 	*2 min.*	Random reading as called on.
3. Theory (transparency) 	*3 min.*	
V. New work 	*5 min.*	Spelling and pronouncing each one. Random reading in concert, then individually.
IV. Review Read from transparency.	*2 min.*	Random reading as called on.
V. New work Read from board (Review of new theory.)	*3 min.*	Random reading as called on.
VI. Dictation	*5 min.*	
Lesson 6 1. Page 38, para. 40: read until fluent.		Concert reading followed by random reading.
2. Dictate first sentence at 40 wam.		Reading back from notes.
3. Continue dictation from para. 38.		

Lesson 9–3

Teacher		Student
V. New work Read from board (review of new theory).	*3 min.*	Random reading as called on.
VI. Dictation	*5 min.*	
Lesson 6 1. Para. 42: read several times and dictate in sentences until completed—40 wam.		Reading sentences 1, 2, and 3 as dictated. Reading back entire letter.
Lesson 7 1. Para. 57: read until fluent; dictate in small units—40 wam.		Reading back.
V. New work Read from board.	*2 min.*	Random reading by individuals.
IV. Review Read from transparency.	*2 min.*	Random reading by individuals.
V. New work Read all new work for day.	*3 min.*	Spelling and pronouncing each word. Reading words. Individual reading.
	Total = 45 min.	
VII. Homework Preparation: Read P. 53, para. 63 and spell each word over on which you hesitate.		Working individually.

Instructions: Read contextual material until it can be read without hesitation.

Write in notebook: New theory words three times through; para. 63, 65, and 68.

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CONTROLLED VOCABULARY

by Dr. Ray Smith and Dr. Don Reese
University of Tennessee, Knoxville

** SHORTHAND: REINFORCEMENT MATERIAL

This spiral-bound book contains 122 pages of specially constructed material designed to reinforce the learning of shorthand theory.

The book has been correlated with the order of theory presentation in the basic shorthand textbooks. In a lesson-by-lesson approach (Lesson 7 through Lesson 47), each theory point is identified and emphasis is given to the use of high frequency words to illustrate these shorthand theory points in sentences and also in a short letter. *Price: $4.25

## ** SHORTHAND: NEW-MATTER DICTATION

The 56 letters in this spiral-bound book provide new-matter material graded to specific lessons in the basic shorthand textbook. The letters range from 40 words per minute for one minute to 110 words per minute for three minutes. The materials have been constructed utilizing a controlled vocabulary concept. Of the 9,271 words in this book, 97.9 per cent of all the occurrences are of words in the 2,000 most frequently used words in business.

For each letter, the following information is given: number of standard shorthand words, number of actual words, number of different words, and syllabic intensity. *Price: $4.25

SHORTHAND: VOCABULARY AND DICTATION TESTS

This spiral-bound book contains 12 vocabulary tests and 18 dictation tests. Each vocabulary test contains 50 words randomly selected without replacement from the 5,000 most frequently used words in business. The words on each test have been randomized so that fewer than 50 words may be used for a test. The tests are at three levels of "difficulty" and are graded to Lessons 1 - 12, 1 - 24, 1 - 36, and 1 - 48.

The 18 three-minute dictation tests are for testing at speed levels of 50, 60, 70, 80, 90, and 100 words per minute. These tests are equated on syllabic intensity and high frequency words. Each letter is identified as to the total number of words, number of different words, words in the first 200 most frequently used words, and words beyond the 1,500 most frequently used words. *Price: $3.25

SHORTHAND: DICTATION LETTERS

This spiral-bound book contains 50 five-minute letters - ten for each of the speed levels of 60, 70, 80, 90, and 100.

The letters have been based on actual business letters from seven different types of businesses. Each of the dictation letters is equated on the basis of: syllabic intensity, high frequency words, and punctuation. *Price: $4.25

* Add 50¢ for postage and handling per order.

** Also available on cassette tapes (see descriptive flyer)

Words, Inc., Box 8571, University Station, Knoxville, Tennessee 37916

SHORTHAND CASSETTE TAPES

SHORTHAND: REINFORCEMENT MATERIAL

- total of 17 tapes or 34 practice sessions (Sides A and B) are provided
- each of these practice sessions is 15 minutes in length
- each practice session includes the theory presented in a particular lesson (Gregg DJ)
- high frequency words are used to illustrate each theory point
- sentences emphasizing these high frequency words are dictated in sentences and then in a short letter
- speed of dictation allows students to concentrate on the new learning

Suggested uses for tapes: homework study of new learnings for each lesson; entire lesson can be "reviewed" in 15 minutes
reinforcement of a previously studied lesson
aid for a student who is absent
writing practice of the new learnings from dictation through the use of controlled vocabulary.
theory review in later semesters

Price: $95.00 per set (a copy of the book Shorthand: Reinforcement Material is provided free with each set of tapes purchased).

SHORTHAND: NEW-MATTER DICTATION

- total of 28 tapes or 56 practice sessions (Sides A and B) are provided - 28 of these practice sessions are 20 minutes in length and 28 are 30 minutes in length
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- the purpose is speed development through a controlled vocabulary
- a variety of speed development plans have been utilized
- the speed goals range from one minute at 40 words per minute to three minutes at 110 words per minute
- the length of dictation and speed goals allow flexibility

Suggested uses for tapes: individualized approach can be utilized for speed building
speed building can be offered after Lesson 5 has been covered
tapes can be used for in-class or out-of-class activities

Price: $150.00 per set (a copy of the book Shorthand: New-Matter Dictation is provided free with each set of tapes purchased).

To order any one or all of the books/tapes by Dr. Ray Smith and Dr. Don Reese of The University of Tennessee, just complete and return the form below.

- -

ORDER FORM

TO: Words, Inc.
Box 8571, Univ. of Tennessee Station
Knoxville, Tennessee 37916

Please send:

Books - _____ copy (copies) of SHORTHAND: REINFORCEMENT MATERIAL, $4.25 each
_____ copy (copies) of SHORTHAND: NEW-MATTER DICTATION, $4,25 each
_____ copy (copies) of SHORTHAND: VOCABULARY AND DICTATION TESTS, $3.25 each
_____ copy (copies) of SHORTHAND: DICTATION LETTERS, $4.25 each

Tapes - _____ set (sets) of SHORTHAND: REINFORCEMENT MATERIAL, $95.00 each
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Name (Miss, Ms., Mr., Mrs., Dr.) ______________________________

School ______________________ Street ______________________

ty ______________________ State ______________ Zip ____

(Note: Make check payable to Words, Inc. Add 50¢ for postage and handling for each order.)

- -

New prices effective January 1, 1976.

SYLLABI FOR SHORTHAND

BUS 106 SHORTHAND I, BUS 107 SHORTHAND II,
BUS 108 SHORTHAND III

The shorthand syllabi were revised by Sue Agee, Montgomery Technical Institute; Lois Denny, Sampson Technical Institute and Madge Wray, Cleveland County Technical Institute with assistance from the Secretarial Science Committee. The original syllabi were developed by Eleanor Garrett, Dora Johnson and Margaret Wagoner, Central Piedmont Community College.

Appreciation is expressed to the individual contributors, their respective institutions and the Advisory Committee for their assistance and cooperation.

NOTE: The same course number for Shorthand should be used for all secretarial programs. Course numbers may be distinguished for a particular curriculum by adding the first letter of the curriculum title to the course number. Example: BUS 106L for Legal Secretarial.

Speed requirements should be based on requirements by local personnel offices. The speeds included in the syllabi were determined by the Advisory Committee and should be adjusted to meet local requirements.

BUSINESS 107 SHORTHAND II (Intermediate Shorthand)

I. DESCRIPTION OF COURSE:

The student will improve his/her ability to apply the theory and principles of shorthand. Daily practice in reading and writing shorthand will be provided. The student will also learn the shorthand outlines and two-letter post office abbreviations for 50 states.

II. COURSE OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

1. Take dictation in ink in a ruled shorthand pad at a minimum rate of 40 words a minute (WAM) and transcribe at the typewriter with a minimum of 95% accuracy. This will be done three times.
2. Read aloud from previously prepared shorthand notes at a rate of 140 WAM.
3. Write from dictation 50 randomly selected outlines at the rate of one each five seconds and transcribe with a composite accuracy of 90%.
4. Write from dictation the 50 states and two-letter abbreviations at the rate of one each three seconds and transcribe with a composite accuracy of 93 1/3%.
5. Write from dictation all the brief forms at the rate of one each three seconds and transcribe them with a composite accuracy of 95%.
6. Develop dictation and transcription skill and advance according to ability.
7. Strengthen ability in spelling, punctuation and word usage.

III. COURSE OVERVIEW:

A. Review of shorthand principles
B. Brief forms
C. Fifty states in the United States
D. Theory test
E. Speed building
F. Speed takes
G. Vocabulary test

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. Two-three (2-3) class hours per week; two-three (2-3) laboratory hours per week
C. Prerequisites: BUS 102, Typewriting I; BUS 106, Shorthand I

V. EVALUATION:

Evaluation is based on the completion of stated objectives.

VI. MATERIALS:

Each student will need a textbook, a workbook correlating with the textbook, three ruled shorthand pads (one for classwork and tests and two for homework) and a pen.

Competency	Content Outline	Activity Experience	Evaluation
	BASIC ASSIGNMENT: The student will copy twice the letters of a lesson in shorthand from the textbook into a shorthand pad and will read the notes aloud in class at a minimum rate of 130 WAM during the first part of the quarter and 140 WAM during the last part of the quarter.		
	I. Review of Shorthand Principles		
Review of shorthand principles (Shorthand I).	A. Alphabetical characters B. Brief forms C. Phrases D. Word beginnings E. Word endings F. General principles 1. Days of the week 2. Months of the year 3. Compound words 4. Geographical names 5. Amounts and quantities 6. Punctuation marks 7. Penmanship 8. Joinings 9. Blends G. Study and work habits	Review only.	Review only.

Competency	Content Outline	Activity Experience	Evaluation
	II. Brief Forms		
Demonstrate the ability to accurately write from dictation and accurately transcribe all the brief forms.		The instructor will dictate at random all the brief forms at the rate of one each three seconds.	The accuracy of the brief form outline and the transcript will be evaluated. 100% accuracy will be required for an "A"; second attempt, "B"; third attempt, "C".

Competency	Content Outline	Activity Experience	Evaluation
	III. 50 States in the United States		
Write and transcribe from dictation the names of the 50 states in the United States and the two-letter post office abbreviations for each at the rate of one each three seconds.	A. Shorthand outlines B. Two-letter abbreviations	The instructor will introduce the names of the 50 states by writing each outline on the chalkboard or transparency. The students will have two weeks to learn the outlines. After two weeks, the instructor will dictate at random the states at the rate of one each three seconds.	The accuracy of the outline and the transcript will be considered. Grades will be assigned: A = 148 - 150 B = 144 - 147 C = 140 - 143

Competency	Content Outline	Activity Experience	Evaluation
	IV. Theory Test		
Write from dictation randomly selected outlines at the rate of five seconds and transcribe with a composite accuracy of 90%.	A. Phrasing B. Word beginnings and endings C. Vocabulary builder D. Word families E. Brief forms and derivatives	Review of the theory of constructing shorthand outlines will be presented both in class and in the textbook in each daily lesson. A list of randomly selected outlines will be dictated by the instructor at the rate of one each five seconds.	The accuracy of each outline and each transcript will be considered. Grades will be assigned: A = 98 - 100% B = 94 - 97% C = 90 - 93%

Competency	Content Outline	Activity Experience	Evaluation
	V. Speed Building		
First of Quarter Take from dictation five-minute, 350 word takes (using the minute-step plan). Read aloud from the final take.	A. Reading and copying well written shorthand B. Taking dictation at the proper speeds C. Making personal use of shorthand D. Developing the ability to construct new outlines under the stress of dictation	First of Quarter On days assigned, the instructor will dictate from a five-minute, 350 word take in the following manner: 1. The first 88 words one minute at 60 WAM one minute at 70 WAM one minute at 80 WAM 2. The next 88 words one minute at 60 WAM one minute at 70 WAM one minute at 80 WAM 3. The first 176 words two and one-half minutes at 70 WAM 4. Repeat the above for the second half of the take. 5. Dictate the entire take for five minutes at 60 WAM.	The instructor will ask for a show of hands to indicate those students who successfully completed each take. Volunteers will be asked to read aloud from the final take. Use multi-channel laboratory for dictation practice to suit individual student needs.
Last of Quarter Take from dictation five-minute, 400 word takes (using the minute-step plan). Read aloud from the final take.		Last of Quarter On days assigned, the instructor will dictate from a five-minute, 400 word take in the following manner: 1. The first 100 words one minute at 70 WAM one minute at 80 WAM one minute at 90 WAM 2. The next 100 words one minute at 70 WAM one minute at 80 WAM one minute at 90 WAM 3. The first 100 words two and one-half minutes at 70 WAM 4. Repeat the above for the second half of the take. 5. Dictate the entire take for five minutes at 70 WAM.	

Competency	Content Outline	Activity Experience	Evaluation
	VI. Speed Takes		
			Transcripts will be submitted and evaluated for accuracy on the basis of spelling, punctuation and accuracy of the transcript as compared to the original.
First of Quarter Take dictation at the rate of 40 WAM for five minutes and transcribe the dictation at the typewriter within 30 minutes with a minimum accuracy of 95%. (Must do this three times for a "D" grade.)		First of Quarter The instructor will dictate at the rate of 40 WAM from new matter consisting of approximately 200 words.	First of Quarter 40 WAM - Transcribing with 10 or fewer errors is passing
Last of Quarter Take dictation at the rate of 70 WAM for five minutes and transcribe the dictation at the typewriter within 30 minutes with a minimum accuracy of 95%. (Must do this three times for an "A" grade.)		Last of Quarter The instructor will dictate at the rate of 60 WAM from new matter consisting of approximately 300 words. The instructor will dictate at the rate of 70 WAM from new matter consisting of approximately 350 words.	Last of Quarter 60 WAM - Transcribing with 15 or fewer errors is passing. 70 WAM - Transcribing with 18 or fewer errors is passing. Grading scale for takes at five minutes: A = 3 at 70 WAM B = 3 at 60 WAM C = 3 at 50 WAM D = 3 at 40 WAM

Competency	Content Outline	Activity Experience	Evaluation
	VII. Vocabulary Tests		
Type 25 words as dictated and define the last five.		The instructor will dictate 25 words chosen from the lessons covered. Five of the words will be defined.	Test will be graded subtracting four points for each misspelled word.

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1. Books

Balsley, Irol and Robert E. Hoskinson. Century 21 Shorthand: Intensive Dictation and Transcription. Book 2. Cincinnati: South-Western Publishing Co., Current Edition.

Gregg, John Robert, Louis A. Leslie and Charles E. Zoubek. Gregg Shorthand: Series 90. (Textbooks, materials and audiovisual materials) New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

Leslie, Louis A. and others. Gregg Shorthand for Colleges. Volumes One and Two. Diamond Jubilee Series. New York: Gregg Division, McGraw Hill Book Company, Current Edition.

2. Periodicals

Business Education Forum. National Business Education Association, Dulles International Airport, Box 17402, Washington, DC, 20041. (Monthly - October-May; $15 per year.)

Business Education World. McGraw-Hill Book Company, 1221 Avenue of The Americas, New York, NY, 10020. (Bimonthly: Free to business educators.)

International Review for Business Education. (In English, French, German, Italian and Spanish.) International Society for Business Education, Chemin de la Croix, 1052 le Mont-Sur-Lausanne, Switzerland. (Semiannual: 25f.)

Journal of Business Education. Heldref Publications, 4000 Albemarle Street, NW, Washington, DC, 20016. (Monthly: October-May; $15 per year.)

The Secretary. National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108. (Monthly: $7 per year.)

Today's Office. National Research Bureau, 211 North LaSalle Street, Chicago, IL, 60601. (Monthly - A newsletter for office workers.)

Today's Secretary. Gregg Division, McGraw-Hill Publishing Company, 1221 Avenue of the Americas, New York, NY, 10020. (Monthly: $5 per year.)

3. Audiovisual Aids

Century 21 Shorthand - A Video Taped Instructional Program. Cincinnati: South-Western Publishing Co., Current Edition.

Filmed Individualized Instruction for Gregg Shorthand Theory. Order from: Waubonsee Community College, Route 47 at Harter Road, Sugar Grove, IL, 60554, Attention: Martha Price, Telephone: 312-466-4811.

Designed for use as instruction for Gregg Shorthand Theory in conjunction with any beginning Gregg textbook. Can be used for review of Gregg Theory, make-up or remedial work.

Cost: 1 set (40 films) $1,750 Series Seventy Cartridges
$1,810 Reel-Cart-C Cartridges

Call or write about 3/4" video tape cassettes.
Cost includes instructor's manual.

Leslie, Louis A. and others. Gregg Shorthand: Individual Progress Method. Diamond Jubilee Series. New York: McGraw-Hill Book Company. (Self-contained learning system.)

Theory Dictation Records and Dictation Tapes. Gregg Shorthand for Colleges. Diamond Jubilee Series. New York: Gregg Division, McGraw-Hill Book Company.

4. Other Sources

a. Dictionaries and Miscellaneous

Christensen, Edward L. Century 21 Shorthand Dictionary. Cincinnati: South-Western Publishing Co., Current Edition.

Christensen, Edward L. and Devern J. Perry. 6,000 Most-Used Century 21 Shorthand Outlines. Cincinnati: South-Western Publishing Co., Current Edition.

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Student Transcript and Workbook for Gregg Shorthand for Colleges. Volumes One and Two. Diamond Jubilee Series. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

Worsley, Jerome R. The Whole Thing. Write to Dr. Worsley at Durham Technical Institute, P. O. Drawer 11307, Durham, NC, 27703 for additional information.

b. Associations

Executives' Secretaries, Incorporated, 203 Dixon Building, 2188 Highland Drive, Salt Lake City, UT, 84106.

National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108.

c. Handbooks and Manuals

Doris, Lillian and Bessie M. Miller. Complete Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

Sabin, William A. The Gregg Reference Manual. New York: McGraw-Hill Book Company, Current Edition.

Harold, J. J. and M. Thompson. New Standard Reference for Secretaries and Administrative Assistants. New York: Macmillan Publishing Company, Current Edition.

Hutchinson, Lois D. Standard Handbook for Secretaries. New York: McGraw-Hill Book Company, Current Edition.

Mager, Nathan H. and Sylvia K. Mager. Office Encyclopedia. New York: Picket Books, Current Edition. (630 Fifth Avenue, New York, NY, 10020.)

Munro, Kate M. and others. Secretary's Handbook. New York: Macmillan Company, Incorporated, Current Edition.

Schwieger, Twyla. Modern Secretary's Complete Guide. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

5. Resource Book

Popham, Estelle L. and others. A Teaching-Training System for Business Education. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

STANDARDS

Shorthand II

BUS 107

Lessons 49-70 in Book One to be covered.

Lessons 1-26 in Book Two to be covered.

Grades are based on new material dictated for three minutes. The class is given approximately 15 minutes in which to transcribe. Students are allowed 5 errors per 3-minute take. If more than five errors are made, the paper is disqualified.

Grade*	wam
A	80
B	70
C	60
D	50

*A student may not make a higher grade for the quarter than the grade received on 3-minute takes. Three takes at one speed is considered satisfactory to complete the requirement for the specified grade area. The grades are not averaged.

NOTE: It is recommended that a student make a grade of C or better before taking Shorthand III.

Figure 10.4 Competencies of four levels of learning with tasks involved for each domain

Competencies	Cognitive	Affective	Psychomotor
Learning level			
Introductory stage			
Transcribe longhand from bookplates at a minimum rate of speed and with a limited number of transcription, spelling, punctuation, and grammar errors	1. Comprehend and read shorthand outlines 2. Comprehend and read punctuation 3. Transcribe shorthand outlines and punctuation 4. Apply rules of grammar, spelling, and punctuation	Willingly respond by reading, transcribing, and applying rules, etc.	Write longhand
Improvement stage			
Record open-book or closed-book dictation of familiar material and transcribe in good form at a minimum rate with a limited number of transcription, spelling, punctuation, and grammar errors	1. Construct shorthand outlines 2. Apply grammar, punctuation, and spelling in transcript 3. Transcribe from own shorthand outlines	Willingly respond by performing	Write longhand and/or with typewriter as communication tools
Application level			
Record previewed new-matter dictation at a minimum speed and transcribe with a limited number of errors	1. Hear new words and construct readable outlines 2. Nos. 1, 2, and 3 above	Consistently respond in handling new vocabulary and transcribing	Use typewriter as communication tool
Integration or fusion level			
From new-matter dictation and office-style dictation record material at a rate commensurate with office standards and transcribe mailable letters and reports	1. Both Nos. 1 and 2 above 2. Decide on appropriate word or words so that transcript makes good sense 3. Identify and correct all errors 4. Use good form in setting up letter	Consistently exercise care in performing all tasks	Use typewriter as communication tool

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Figure 10.7 Plan for Lesson 9 (Continued on page 218)

Lesson 9–1

I. **Goals**

1. Read homework at approximately 80% of printed-copy reading rate.
2. Read review theory, brief forms, and phrases from transparency without hesitation.
3. Read bookplates for Lesson 6 or 7 fluently.
4. Practice dictation of material in para. 36, pp. 38–39 at 40 wam.
5. Read back sentence from dictation.

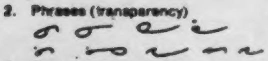
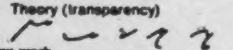
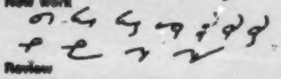
II. **Resources**

Teacher	Student
1. Lesson plan.	1. *Gregg Shorthand, DJS.*
2. *Gregg Shorthand, DJS.*	2. Class notebook.
3. Transparencies with review words.	3. Pen.
4. Transcript for dictation.	

III. **Reading homework**

Teacher		Student
Lesson 8		Student begins reading immediately upon being seated.
1. Brief form letter: para. 51, pp. 48–49.		
2. Para. 55, pp: 50–51.		
3. Para. 57, p. 51.	*7 min.*	
4. Check reading of: Nancy Floyd, Willis Tucker, Sharon Bookman, Ike Rosen, Marcia Odlen.		Random reading for ¼ to ½ minute from textbook.

Lesson 9–2

Teacher		Student
IV. **Review**		
1. Brief forms	*3 min.*	Reading brief forms chart on inside cover of book. Random reading through brief forms of Lessons 1–8.
2. Phrases (transparency) 	*2 min.*	Random reading as called on.
3. Theory (transparency) 	*3 min.*	
V. **New work** 	*5 min.*	Spelling and pronouncing each one. Random reading in concert, then individually.
IV. **Review**	*2 min.*	
Read from transparency.		Random reading as called on.
V. **New work**	*3 min.*	
Read from board (Review of new theory.)		Random reading as called on.
VI. **Dictation**	*5 min.*	
Lesson 6		
1. Page 38, para. 40: read until fluent.		Concert reading followed by random reading.
2. Dictate first sentence at 40 wam.		Reading back from notes.
3. Continue dictation from para. 38.		

Lesson 9–3

Teacher		Student
V. **New work**	*3 min.*	
Read from board (review of new theory).		Random reading as called on.
VI. **Dictation**	*5 min.*	
Lesson 6		
1. Para. 42: read several times and dictate in sentences until completed—40 wam.		Reading sentences 1, 2, and 3 as dictated. Reading back entire letter.
Lesson 7		
1. Para. 57: read until fluent; dictate in small units—40 wam.		Reading back.
V. **New work**	*2 min.*	
Read from board.		Random reading by individuals.
IV. **Review**	*2 min.*	
Read from transparency.		Random reading by individuals.
V. **New work**	*3 min.*	
Read all new work for day.		Spelling and pronouncing each word. Reading words. Individual reading.
	Total = 45 min.	
VII. **Homework**		
Preparation: Read P. 53, para. 63 and spell each word over on which you hesitate.		Working individually.

Instructions: Read contextual material until it can be read without hesitation.

Write in notebook: New theory words three times through; para. 63, 65, and 68.

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SHORTHAND MATERIALS with a

CONTROLLED VOCABULARY

by Dr. Ray Smith and Dr. Don Reese
University of Tennessee, Knoxville

** SHORTHAND: REINFORCEMENT MATERIAL

This spiral-bound book contains 122 pages of specially constructed material designed to reinforce the learning of shorthand theory.

The book has been correlated with the order of theory presentation in the basic shorthand textbooks. In a lesson-by-lesson approach (Lesson 7 through Lesson 47), each theory point is identified and emphasis is given to the use of high frequency words to illustrate these shorthand theory points in sentences and also in a short letter. *Price: $4.25

## ** SHORTHAND: NEW-MATTER DICTATION

The 56 letters in this spiral-bound book provide new-matter material graded to specific lessons in the basic shorthand textbook. The letters range from 40 words per minute for one minute to 110 words per minute for three minutes. The materials have been constructed utilizing a controlled vocabulary concept. Of the 9,271 words in this book, 97.9 per cent of all the occurrences are of words in the 2,000 most frequently used words in business.

For each letter, the following information is given: number of standard shorthand words, number of actual words, number of different words, and syllabic intensity. *Price: $4.25

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f The University of Tennessee, just complete and return the form below.

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Knoxville, Tennessee 37916

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_____ copy (copies) of SHORTHAND: NEW-MATTER DICTATION, $4,25 each
_____ copy (copies) of SHORTHAND: VOCABULARY AND DICTATION TESTS, $3.25 each
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_____ set (sets) of SHORTHAND: NEW-MATTER DICTATION, $150.00 each

Name (Miss, Ms., Mr., Mrs., Dr.) ______________________________

School ______________________ Street ____________________

ity ______________________ State ______________ Zip ____

(Note: Make check payable to Words, Inc. Add 50¢ for postage and handling for each order.)

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New prices effective January 1, 1976.

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Speed requirements should be based on requirements by local personnel offices. The speeds included in the syllabi were determined by the Advisory Committee and should be adjusted to meet local requirements.

BUSINESS 108 SHORTHAND III (Advanced)

I. DESCRIPTION OF COURSE:

The student will improve his/her ability to apply theory and principles of shorthand and build speed in taking shorthand-dictation. Emphasis will be on office-style dictation, development of speed in dictation and accuracy in transcription.

II. COURSE OBJECTIVES:

Given the materials as presented in this course, the student will demonstrate the ability to:

1. Take rapid dictation.
2. Transcribe accurately.
3. Establish knowledge and skill in the basic elements of typewritten transcription.
4. Have the proper attitudes toward work organization.
5. Produce work that meets office standards.

III. COURSE OVERVIEW:

A. Review of shorthand principles
B. Brief forms
C. Shorthand outlines
D. Speed building
E. Transcription from notes
F. Speed takes
G. Office-style dictation

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. Two-three (2-3) class hours per week; two-three (2-3) laboratory hours per week
C. Prerequisite: BUS 107, Shorthand II

V. EVALUATION:

Evaluation is based on completion of stated objectives and should include:

1. Observation by instructor of student's initiative, independent thinking, neatness, organization, use of time and attitude.
2. Testing for speed and accuracy.

Competency	Content Outline	Activity Experience	Evaluation
	BASIC ASSIGNMENT: The student will copy twice the letters of a lesson in shorthand from the textbook into a shorthand pad and will read the notes aloud in class at a minimum rate of 130 WAM during the first part of the quarter and 140 WAM during the last part of the quarter.		
	I. Review of Shorthand Principles		
Review of shorthand principles (Shorthand I).	A. Alphabetical characters	Review only.	Review only.
	B. Brief forms		
	C. Phrases		
	D. Word beginnings		
	E. Word endings		
	F. General principles 1. Days of the week 2. Months of the year 3. Compound words 4. Geographical names 5. Amounts and quantities 6. Punctuation marks 7. Penmanship 8. Joinings 9. Blends		
	G. Study and work habits		

Competency	Content Outline	Activity Experience	Evaluation
	II. Brief Forms		
Demonstrate the ability to accurately write from dictation and accurately transcribe all the brief forms.		The instructor will dictate at random all the brief forms at the rate of one each three seconds.	The accuracy of the brief form outline and the transcript will be evaluated. 100% accuracy will be required for an "A"; second attempt, "B"; third attempt, "C".

Competency	Content Outline	Activity Experience	Evaluation
	III. Shorthand Outlines		
Write, from dictation, 50 randomly selected outlines at the rate of one each five seconds and transcribe with a composite accuracy of 90%.	A. Theory of constructing shorthand outlines B. Dictation, taking and transcribing shorthand outlines	Review of the theory of constructing shorthand outlines will be presented both in class and in the textbook in each daily lesson. A list of randomly selected outlines will be dictated by the instructor at the rate of one each five seconds.	The accuracy of each outline and each transcript will be considered. Grades will be assigned: A - 98 - 100% B - 94 - 97% C - 90 - 93%

Competency	Content Outline	Activity Experience	Evaluation
	IV. Speed Building		
Take, from dictation, five-minute takes consisting of 400, 450 and/or 500 words (using the minute-step plan) and read aloud from the final take.	A. Even rates B. Odd rates (in between) C. Correcting errors in content D. Previewed material E. Unfamiliar material (introduction) F. English usage and punctuation	The instructor will dictate from a five-minute take in the following manner: 1. The first 1/4 One minute at 70 (80) (90) One minute at 80 (90) (100) One minute at 90 (100) (110) 2. The next 1/4 One minute at 70 (80) (90) One minute at 80 (90) (100) One minute at 90 (100) (110) 3. The first 1/2 Two 1/2 minutes at 80 (90) (100) 4. Repeat the above for the second half of the take. 5. Dictate the entire take for five minutes at 80 WAM (90 WAM) (100 WAM)	The instructor will ask for a show of hands to indicate those students who successfully completed each part of the take. Volunteers will be asked to read aloud from the final take.

Competency	Content Outline	Activity Experience	Evaluation
	V. Transcription from Notes		
Knowledge and skill in the basic elements of typewritten transcription.	A. Untimed 1. Longhand 2. Typewritten a. Straight copy b. Letters (1) Placement (2) Styles (3) Parts (4) Punctuation (5) Spelling (6) Proofreading (7) Correcting errors	Exercises in transcription - untimed and timed.	Given shorthand dictation, the student will be able to transcribe notes accurately.
	B. Timed 1. Typewritten from straight copy 2. Typewritten from shorthand notes		

Competency	Content Outline	Activity Experience	Evaluation
	VI. Speed Takes		
Take dictation at the rates of 50, 60 and/or 70 WAM for three minutes and transcribe the dictation at the typewriter within 30 minutes with a minimum accuracy of 95%. This must be done three times.		The instructor will dictate at the rate of 50, 60 and/or 70 WAM from new matter consisting of approximately 210, 240, 270 words.	Transcripts will be submitted and evaluated for accuracy on the basis of spelling, punctuation and accuracy of the transcript as compared to the original. Transcripts with 11 or fewer errors will pass. The student must pass three takes at one speed before progressing to the next speed. 70 WAM - A 60 WAM - B 50 WAM - C

Competency	Content Outline	Activity Experience	Evaluation
	VII. Office-Style Dictation		
Acquaintance with office-style dictation.		Practice sessions on office-style dictation.	Given office-style dictation, the student will be able to transcribe notes accurately.

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Patrick, Alfred L. and Susie J. Hess. Century 21 Shorthand: Dictation/Transcription Projects. Book 3. Cincinnati: South-Western Publishing Co., Current Edition.

2. Periodicals

Business Education Forum. National Business Education Association, Dulles International Airport, Box 17402 Washington, DC, 20041. (Monthly - October-May; $15 per year.)

Business Education World. McGraw-Hill Book Company, 1221 Avenue of The Americas, New York, NY, 10020. (Bimonthly: Free to business educators.)

International Review for Business Education. (In English, French, German, Italian and Spanish.) International Society for Business Education, Chemin de la Croix, 1052 le Mont-Sur-Lausanne, Switzerland. (Semiannual: 25f.)

Journal of Business Education. Heldref Publications, 4000 Albemarle Street, NW, Washington, DC, 20016. (Monthly: October-May; $15 per year.)

The Secretary. National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108. (Monthly: $7 per year.)

Today's Office. National Research Bureau, 211 North LaSalle Street, Chicago, IL, 60601. (Monthly - A newsletter for office workers.)

Today's Secretary. Gregg Division, McGraw-Hill Publishing Company, 1221 Avenue of the Americas, New York, NY, 10020. (Monthly: $5 per year.)

3. Audiovisual Aids

Century 21 Shorthand - A Video Taped Instructional Program. Cincinnati: South-Western Publishing Co., Current Edition.

Filmed Individualized Instruction for Gregg Shorthand Theory. Order from: Waubonsee Community College, Route 47 at Harter Road, Sugar Grove, IL, 60554, Attention: Martha Price, Telephone: 312-466-4811.

Designed for use as instruction for Gregg Shorthand Theory in conjunction with any beginning Gregg textbook. Can be used for review of Gregg Theory, make-up or remedial work.

Cost: 1 set (40 films)	$1,750	Series Seventy Cartridges
	$1,810	Reel-Cart-C Cartridges

Call or write about 3/4" video tape cassettes.
Cost includes instructor's manual.

Leslie, Louis A. and others. Gregg Shorthand: Individual Progress Method. Diamond Jubilee Series. New York: McGraw-Hill Book Company. (Self-contained learning system.)

Theory Dictation Records and Dictation Tapes. Gregg Shorthand for Colleges. Diamond Jubilee Series. New York: Gregg Division, McGraw-Hill Book Company.

4. Other Sources

a. Dictionaries and Miscellaneous

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Worsley, Jerome R. The Whole Thing. Write to Dr. Worsley at Durham Technical Institute, P. O. Drawer 11307, Durham, NC, 27703 for additional information.

b. Associations

Executives' Secretaries, Incorporated, 203 Dixon Building, 2188 Highland Drive, Salt Lake City, UT, 84106.

National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108.

c. Handbooks and Manuals

Doris, Lillian and Bessie M. Miller. Complete Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

Sabin, William A. The Gregg Reference Manual. New York: McGraw-Hill Book Company, Current Edition.

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Munro, Kate M. and others. Secretary's Handbook. New York: Macmillan Company, Incorporated, Current Edition.

Schwieger, Twyla. Modern Secretary's Complete Guide. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

5. Resource Book

Popham, Estelle L. and others. A Teaching-Learning System for Business Education. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

STANDARDS

Shorthand III

BUS 108

Lessons 27-80 in Book Two to be covered

Grades are based on new material dictated for five minutes. Students are allowed 5 errors per 5-minute take. If more than five errors are made, the paper is disqualified

Grade*	wam
A	90
B	80
C	70
D	60

*A student may not make a higher grade for the quarter than the grade received on 5-minute takes. Three takes at one speed is considered satisfactory to complete the requirements for the specified grade area. The grades are not averaged.

Figure 10.4 Competencies of four levels of learning with tasks involved for each domain

Competencies	Cognitive	Affective	Psychomotor
Learning level			
Introductory stage Transcribe longhand from bookplates at a minimum rate of speed and with a limited number of transcription, spelling, punctuation, and grammar errors	1. Comprehend and read shorthand outlines 2. Comprehend and read punctuation 3. Transcribe shorthand outlines and punctuation 4. Apply rules of grammar, spelling, and punctuation	Willingly respond by reading, transcribing, and applying rules, etc.	Write longhand
Improvement stage Record open-book or closed-book dictation of familiar material and transcribe in good form at a minimum rate with a limited number of transcription, spelling, punctuation, and grammar errors	1. Construct shorthand outlines 2. Apply grammar, punctuation, and spelling in transcript 3. Transcribe from own shorthand outlines	Willingly respond by performing	Write longhand and/or with typewriter as communication tools
Application level Record previewed new-matter dictation at a minimum speed and transcribe with a limited number of errors	1. Hear new words and construct readable outlines 2. Nos. 1, 2, and 3 above	Consistently respond in handling new vocabulary and transcribing	Use typewriter as communication tool
Integration or fusion level From new-matter dictation and office-style dictation record material at a rate commensurate with office standards and transcribe mailable letters and reports	1. Both Nos. 1 and 2 above 2. Decide on appropriate word or words so that transcript makes good sense 3. Identify and correct all errors 4. Use good form in setting up letter	Consistently exercise care in performing all tasks	Use typewriter as communication tool

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Figure 10.7 Plan for Lesson 9 (Continued on page 218)

Lesson 9–1

I. Goals

1. Read homework at approximately 60% of printed-copy reading rate.
2. Read review theory, brief forms, and phrases from transparency without hesitation.
3. Read bookplates for Lesson 6 or 7 fluently.
4. Practice dictation of material in para. 36, pp. 38–39 at 40 wam.
5. Read back sentence from dictation.

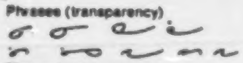
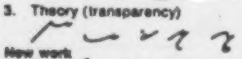
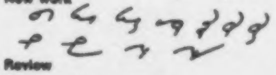
II. Resources

Teacher	Student
1. Lesson plan.	1. *Gregg Shorthand, DJS.*
2. *Gregg Shorthand, DJS.*	2. Class notebook.
3. Transparencies with review words.	3. Pen.
4. Transcript for dictation.	

III. Reading homework

Teacher		Student
Lesson 8 1. Brief form letter: para. 51, pp. 48–49. 2. Para. 55, pp. 50–51. 3. Para. 57, p. 51. 4. Check reading of: Nancy Floyd, Willis Tucker, Sharon Bookman, Ike Rosen, Marcia Odlen.	*7 min.*	Student begins reading immediately upon being seated. Random reading for ¼ to ½ minute from textbook.

Lesson 9–2

Teacher		Student
IV. Review		
1. **Brief forms**	*3 min.*	Reading brief forms chart on inside cover of book. Random reading through brief forms of Lessons 1–8.
2. **Phrases (transparency)** 	*2 min.*	Random reading as called on.
3. **Theory (transparency)** 	*3 min.*	
V. New work 	*5 min.*	Spelling and pronouncing each one. Random reading in concert, then individually.
IV. Review Read from transparency.	*2 min.*	Random reading as called on.
V. New work Read from board (Review of new theory.)	*3 min.*	Random reading as called on.
VI. Dictation *Lesson 5* 1. Page 38, para. 40: read until fluent.	*5 min.*	Concert reading followed by random reading.
2. Dictate first sentence at 40 wam. 3. Continue dictation from para. 38.		Reading back from notes.

Lesson 9–3

Teacher		Student
V. New work Read from board (review of new theory).	*3 min.*	Random reading as called on.
VI. Dictation *Lesson 6* 1. Para. 42: read several times and dictate in sentences until completed—40 wam.	*5 min.*	Reading sentences 1, 2, and 3 as dictated. Reading back entire letter.
Lesson 7 1. Para. 57: read until fluent; dictate in small units—40 wam.		Reading back.
V. New work Read from board.	*2 min.*	Random reading by individuals.
IV. Review Read from transparency.	*2 min.*	Random reading by individuals.
V. New work Read all new work for day.	*3 min.*	Spelling and pronouncing each word. Reading words. Individual reading.
	Total = 45 min.	
VII. Homework Preparation: Read P. 53, para. 63 and spell each word over on which you hesitate.		Working individually.

Instructions: Read contextual material until it can be read without hesitation.
Write in notebook: New theory words three times through; para. 63, 65, and 66.

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CONTROLLED VOCABULARY

by Dr. Ray Smith and Dr. Don Reese
University of Tennessee, Knoxville

* SHORTHAND: REINFORCEMENT MATERIAL

This spiral-bound book contains 122 pages of specially constructed material designed to reinforce the learning of shorthand theory.

The book has been correlated with the order of theory presentation in the basic shorthand textbooks. In a lesson-by-lesson approach (Lesson 7 through Lesson 47), each theory point is identified and emphasis is given to the use of high frequency words to illustrate these shorthand theory points in sentences and also in a short letter. *Price: $4.25

** SHORTHAND: NEW-MATTER DICTATION

The 56 letters in this spiral-bound book provide new-matter material graded to specific lessons in the basic shorthand textbook. The letters range from 40 words per minute for one minute to 110 words per minute for three minutes. The materials have been constructed utilizing a controlled vocabulary concept. Of the 9,271 words in this book, 97.9 per cent of all the occurrences are of words in the 2,000 most frequently used words in business.

For each letter, the following information is given: number of standard shorthand words, number of actual words, number of different words, and syllabic intensity. *Price: $4.25

SHORTHAND: VOCABULARY AND DICTATION TESTS

This spiral-bound book contains 12 vocabulary tests and 18 dictation tests. Each vocabulary test contains 50 words randomly selected without replacement from the 5,000 most frequently used words in business. The words on each test have been randomized so that fewer than 50 words may be used for a test. The tests are at three levels of "difficulty" and are graded to Lessons 1 - 12, 1 - 24, 1 - 36, and 1 - 48.

The 18 three-minute dictation tests are for testing at speed levels of 50, 60, 70, 80, 90, and 100 words per minute. These tests are equated on syllabic intensity and high frequency words. Each letter is identified as to the total number of words, number of different words, words in the first 200 most frequently used words, and words beyond the 1,500 most frequently used words. *Price: $3.25

SHORTHAND: DICTATION LETTERS

This spiral-bound book contains 50 five-minute letters - ten for each of the speed levels of 60, 70, 80, 90, and 100.

The letters have been based on actual business letters from seven different types of businesses. Each of the dictation letters is equated on the basis of: syllabic intensity, high frequency words, and punctuation. *Price: $4.25

* Add 50¢ for postage and handling per order.

** Also available on cassette tapes (see descriptive flyer)

Words, Inc., Box 8571, University Station, Knoxville, Tennessee 37916 1760

SHORTHAND CASSETTE TAPES

SHORTHAND: REINFORCEMENT MATERIAL

- total of 17 tapes or 34 practice sessions (Sides A and B) are provided
- each of these practice sessions is 15 minutes in length
- each practice session includes the theory presented in a particular lesson (Gregg DJ)
- high frequency words are used to illustrate each theory point
- sentences emphasizing these high frequency words are dictated in sentences and then in a short letter
- speed of dictation allows students to concentrate on the new learning

Suggested uses for tapes: homework study of new learnings for each lesson; entire lesson can be "reviewed" in 15 minutes
reinforcement of a previously studied lesson
aid for a student who is absent
writing practice of the new learnings from dictation through the use of controlled vocabulary.
theory review in later semesters

Price: $95.00 per set (a copy of the book Shorthand: Reinforcement Material is provided free with each set of tapes purchased).

SHORTHAND: NEW-MATTER DICTATION

- total of 28 tapes or 56 practice sessions (Sides A and B) are provided - 28 of these practice sessions are 20 minutes in length and 28 are 30 minutes in length
- each practice session is graded to a particular lesson (Gregg DJ)
- the purpose is speed development through a controlled vocabulary
- a variety of speed development plans have been utilized
- the speed goals range from one minute at 40 words per minute to three minutes at 110 words per minute
- the length of dictation and speed goals allow flexibility

Suggested uses for tapes: individualized approach can be utilized for speed building
speed building can be offered after Lesson 5 has been covered
tapes can be used for in-class or out-of-class activities

Price: $150.00 per set (a copy of the book Shorthand: New-Matter Dictation is provided free with each set of tapes purchased).

To order any one or all of the books/tapes by Dr. Ray Smith and Dr. Don Reese of The University of Tennessee, just complete and return the form below.

- -

ORDER FORM

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(Note: Make check payable to Words, Inc. Add 50¢ for postage and handling for each order.)

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New prices effective January 1, 1976.

SYLLABI FOR

SHORTHAND DICTATION AND TRANSCRIPTION

BUS 206 SHORTHAND DICTATION AND TRANSCRIPTION I
BUS 207 SHORTHAND DICTATION AND TRANSCRIPTION II
BUS 208 SHORTHAND DICTATION AND TRANSCRIPTION III

The dictation and transcription syllabi were revised by Sue Agee, Montgomery Technical Institute; Lois Denny, Sampson Technical Institute and Madge Wray, Cleveland County Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. The original syllabi were developed by Margaret Wagoner, Central Piedmont Community College.

Appreciation is expressed to the individual contributors, their respective institutions and the Advisory Committee for their assistance and cooperation.

NOTE: The same course number for Dictation and Transcription should be used for all secretarial programs. Course numbers may be distinguished for a particular curriculum by adding the first letter of the curriculum title to the course number. Example: BUS 206M for Medical Secretarial.

Speed requirements should be based on requirements by local personnel offices. The speeds included in the syllabi were determined by the Advisory Committee and should be adjusted to meet local requirements.

BUSINESS 206 SHORTHAND DICTATION AND TRANSCRIPTION I

I. DESCRIPTION OF COURSE:

The student will improve in the skill of taking dictation and of transcribing at the typewriter materials appropriate to an office. Topics will include a review of theory and the dictation of familiar and unfamiliar material at varying rates of speed.

II. COURSE OBJECTIVES:

Given the materials presented in this course, the student will demonstrate the ability to:

1. Take dictation in ink in a Gregg-ruled shorthand pad at the minimum of 70 words a minute (WAM) for five minutes and transcribe at the typewriter with 100% accuracy. This will be done three times.
2. Take dictation in ink in a Gregg-ruled shorthand pad at a minimum rate of 60 WAM on short (1 1/2 minute) letters and transcribe at the typewriter with 100% accuracy.
3. Type and define words dictated to increase the student's business vocabulary.
4. Take at a rapid rate of speed.
5. Transcribe accurately.
6. Develop the proper attitudes toward work organization, etc.
7. Produce work that will meet high office standards.
8. Make decisions.

III. COURSE OVERVIEW:

A. Introduction to transcription
B. Speed building
C. Typewritten transcription

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. Two-three class hours per week; two-three (2-3) laboratory hours per week
C. Prerequisites: Typewriting I, II; Shorthand I, II, III

V. EVALUATION:

Evaluation is based on the completion of stated objectives. Points considered in evaluation include:

1. Mailability of letter
2. Production ability (quantity and quality)
3. Speed and accuracy progress
4. Applying skills and attitudes to office situations

The final grade will be based on:

1. Speed dictation transcripts
2. Mailable letters
3. Homework and spelling

Competency	Content Outline	Activity Experience	Evaluation
	BASIC ASSIGNMENT: The student will copy twice each homework lesson assignment and read the notes aloud in class. The student will complete one lesson per day as assigned in the workbook (if applicable). The instructor will dictate correlated letters from the instructors' manual.		
	I. Review of Shorthand Principles		
Ability to apply shorthand principles and construct shorthand outlines - Review.	A. Brief forms and derivatives	Drill class on theory, brief forms, phrases and other shorthand forms.	Review only in preparing students to take dictation.
	B. Words and phrases		
	C. Word beginnings	Suggest that students practice taking notes in other classes.	
	D. Word endings		
	E. Word families	Explain and demonstrate, when appropriate, tips and techniques for taking notes.	
	F. General word building principles		

Competency	Content Outline	Activity Experience	Evaluation
SHORTHAND DICTATION			
	II. Tips and Techniques for Taking Shorthand Notes		
Ability to apply shorthand principles and construct shorthand outlines - Review.	A. Date notebook B. Number letters C. Space between letters D. Use rubber band E. Making revision in notes while taking dictation F. Use different colored pencils	Drill class on theory, brief forms, phrases and other shorthand forms. Suggest that students practice taking notes in other classes. Explain and demonstrate, when appropriate, tips and techniques for taking notes.	Review only in preparing students to take dictation.

Competency	Content Outline	Activity Experience	Evaluation
	III. Introduction to Transcription		
Ability to transcribe shorthand by the correct technique.	A. Transcribing familiar plated material	Use familiar plated material to initiate and perfect correct transcription-typing habits.	The student will demonstrate the ability to use the correct techniques in transcribing shorthand.
	B. Transcribing unfamiliar plated material	Use unfamiliar plated material to continue the development of correct typing habits and to introduce limited decision-making situations.	
	C. Transcribing shorthand notes - Practiced material		
	D. Transcribing shorthand notes - New material	Use shorthand notes of previously practiced material to acquaint students with typing from their own notes.	
	E. Tips for taking notes 1. Date notebook 2. Number letters 3. Space between letters 4. Use of rubber band 5. Systems for making revisions in notes while taking dictation 6. Use of different colored pencils	NOTE: This section should be considered introductory only and not used as a time to build transcription skill.	

Competency	Content Outline	Activity Experience	Evaluation
	IV. Speed Building		
Take dictation of five-minute takes consisting of 450, 500 and/or 550 words using the minute-step, 3 x 4 or other dictation plan and real aloud from the final take.	A. Preview of difficult words and phrases or B. Dictation of warm-up paragraphs or letters C. Unfamiliar and familiar material 1. Graded according to syllabic intensity (1.00 - 1.50) 2. Speed building a. 1/2 minute takes b. 1 minute takes c. 5 minute takes D. Correspondence related to the office E. Articles related to the office	The instructor will dictate from a five-minute take using the minute-step plan (explained in the syllabus for BUS 108) or the 3 x 4 plan: (1) The first 1/4 of the words at 120 WAM (2) The next 1/4 of the words at 120 WAM (3) The first 1/2 of the words at 110 WAM (4) The third of 1/4 of the words at 120 WAM (5) The final of 1/4 of the words at 120 WAM (6) The second 1/2 of the words at 110 WAM (7) The entire take at 100 WAM (The speed is adjusted depending on the practice material.)	The instructor will ask for a show of hands to indicate those students who successfully completed each part of the take. Volunteers will be asked to read aloud from the final take.

Competency	Content Outline	Activity Experience	Evaluation
	V. Typewritten Transcription		
A-B. Apply transcription techniques and attitudes that are acceptable in the office.	A. Skill development 1. Spelling 2. Punctuation rules 3. Letter styles 4. Proofreading 5. Correcting errors	A-B. Provide experience for students in developing skills and correct procedures for transcribing materials.	A-B. Given the appropriate information, the student will demonstrate the ability to use correct techniques in transcribing and attitude acceptable in the office.
	B. Correct procedure 1. Have supplies ready 2. Transcribe important correspondence first 3. Cross out transcribed notes with vertical line 4. Check for carbon copies and enclosures 5. Check names, titles and addresses (spelling and accuracy) 6. Check spelling, punctuation and word hyphenation 7. Check dates, figures, etc. for accuracy 8. Finished correspondence should be neat and clean 9. Address envelope and attach to corresponding letter 10. Place correspondence for signature face down on desk 11. Compare envelope and letter before folding and inserting letter 12. Learn to accept responsibility for mistakes even though not entirely to blame		

Competency	Content Outline	Activity Experience	Evaluation
C. Take dictation at the rate of 70, 80, 90 and/or 100 WAM for three minutes and transcribe the dictation at the typewriter within 30 minutes with a minimum accuracy of 95%. This must be done three times.	C. Speed takes	C. The instructor will dictate at the rate of 70, 80, 90 and/or 100 WAM from new material consisting of approximately 240, 270 and 300 words.	C. Transcripts will be submitted and evaluated for accuracy on the basis of spelling, punctuation and accuracy of the transcript compared to the original. Transcripts with 95% accuracy will pass. The student must pass three takes at a speed before progressing to the next higher speed. 100 WAM = A 80 WAM = C 90 WAM = B 70 WAM = D
D. Take dictation and transcribe, in correct letter style, short letters. 100% accuracy will be expected.	D. Mailable letters	D. A series of four short letters, including inside address, will be dictated at 60 and/or 80 words a minute once a week for ten weeks.	D. Letters will be checked for spelling, punctuation and accuracy of transcripts. Letters that are 100% accurate or letters containing errors which do not change the meaning of the letter will be considered mailable. Cumulative mailable letters will be graded: 31-40 = A 13-20 = C 21-30 = B 10-12 = D
E. Type 25 dictated words and define five.	E. Vocabulary	E. The instructor will dictate 25 words chosen from the lessons for a week.	E. Tests will be graded deducting four for each error.

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APPENDIX

Course Number and Title: Dictation and Transcription I

Credit Hours: 4 Lecture: 3 Lab: 2

Prerequisites: Shorthand I, II & III or approval of instructor.

Course Objectives:

Upon completion of Shorthand Dictation and Transcription I, the student will:

1. Transcribe three 3-minute takes dictated at 90 wam with a minimum of:

   95- 96% accuracy - C
   97- 98% accuracy - B
   99-100% accuracy - A

2. Transcribe six mailable units dictated at 80 wam. Each unit will consist of 5 letters. For a single unit grade:

   3 mailable letters - C
   4 mailable letters - B
   5 mailable letters - A

   Transcription time will be 30 minutes.

3. Show evidence of being able to write all brief forms perfectly and write in shorthand any word in the English language.

Textbook:

Bowman, Wallace B. and Mary Ellen Oliverio. Shorthand Dictation Studies. Third (Jubilee) Edition. South-Western Publishing Company, Cincinnati, Ohio, 1966. (Grades 9-12)

Other Instructional Materials:

Pens, shorthand notebook pads, typewriting paper, erasers, cassette players, tapes.

Method of Instruction:

The class meets with the instructor three days a week for mailable units and 3-minute takes. The remaining two days are to be used by the student to obtain additional practice by using the Dial Access System and the speed-building tapes that are stored in the Secretarial Laboratory. In addition, other speed-building devices may be used at the discretion of the instructor. Some time is given to theory review, spelling, punctuation, word usage, letter styles. In addition to the basic skills mastered during the first three quarters, other supplementary skills such as use of shorthand pad, desk organization and efficient work habits are begun.

Assignments:

The students complete Studies 1-13 from the textbook according to instructions given at the beginning of the quarter. (See attached Homeword Assignment Sheet)

Laboratory Work:

The students take dictation from 22 tapes and transcribe the letters. Each student checks the transcripts against the solutions manual in the laboratory and then submits them to the instructor.

The students take dictation for one hour a week during the quarter from Dial Access. This dictation is not transcribed but is used mainly for speed-building purposes.

SHORTHAND DICTATION AND TRANSCRIPTION I

HOMEWORK ASSIGNMENT SHEET

You will complete thirteen studies from SHORTHAND DICTATION STUDIES by Bowman and Oliverio, South-Western Publishing Company. Each part of each study is to be done the indicated number of times. Label each part of your assignment clearly. Staple the appropriate cover sheet in front of each study.

Each study is composed of five parts.

Part 1 on basic skills is a brief form or theory review and a long article in shorthand. You are to study the word review and read the article first, then write two lines of each word and copy the shorthand plates in the article once in shorthand.

Part 2 is a short article written in print on business information. Write two lines of each word in the vocabulary preview, then write the shorthand for the longhand in the article once.

Part 3 is business correspondence. Some of the letters are written in shorthand and some in longhand. Each has a preview of some of the more difficult words. Write two lines of each word in the preview. Read and copy twice the letters written in shorthand, and write twice the shorthand of those written in print.

Part 4 has to do with business practices. Write two lines of each word in the preview and write the shorthand for the printed article once.

Part 5 is a progress check-up with no preview. Write the shorthand for the printed letter twice.

After you have completed each study, assemble your work in proper sequence; then staple the cover sheet for that particular study on the front of each study. Opposite each part of the study, under the column labeled student, insert the date you completed the part. Hand each study in to your instructor as you complete it.

You will complete Studies 1 through 13.

Method of Instruction:

The class meets with the instructor three days a week for mailable letters and 3-minute takes. The remaining two days are to be used by the student to obtain additional practice by using the Dial Access System and the speed-building tapes that are stored in the Secretarial Laboratory. In addition, other speed-building devices may be used at the discretion of the instructor. Some time is given to theory review, spelling, punctuation, word usage and letter styles.

Assignments:

The students complete Studies 14-26 from the textbook according to the instructions given at the beginning of the quarter. (See attached Homework Assignment Sheet)

Laboratory Work:

The students take dictation from 22 tapes and transcribe the letters. Each student checks the transcripts against the solutions manual in the laboratory and then submits them to the instructor.

The students take dictation for one hour a week during the quarter from Dial Access. This dictation is not transcribed but is used mainly for speed-building purposes.

STANDARDS

Dictation and Transcription I

BUS 206

Grades are based on the following scale:

25% Grade	Words per Minute for 5-minutes with 98% accuracy
A	100
B	90
C	80
D	70

75% Mailable Transcripts

ELEMENTS THAT MAKE FOR MAILABILITY OF LETTERS*

I. General Appearance

1. Good margins
2. Regular type impressions resulting from good rhythm
3. Good erasures
4. No fingerprints, smudges, or other marks on the paper
5. No strikeovers

II. Spelling

A single misspelled word, even though corrected, will make the finest letter unmailable; therefore, be sure of your spelling.

III. Names and Figures

1. Special attention should be given to the inside address--people do not like to have their names misspelled.
2. Be sure that you are familiar with names used in the body of the letter. You are justified in asking your employer concerning names with which you are not familiar.
3. A single error in a word will make the letter unmailable.

IV. Punctuation

Although a letter is still mailable even though the punctuation does not live up to the best authority, any punctuation that changes or does not make sufficiently clear the intent of the dictator makes the letter unmailable.

V. English

The violation of any well-established grammatical principle makes your letter unmailable. The fact that the dictator made an error when dictating the letter does not permit you to repeat the same error.

VI. Context

Most employers will allow a certain amount of freedom in transcribing dictation. However, you cannot change the meaning of the sentence.

VII. Word Division

Any major violation of good rules for word division will make your letter unmailable.

VIII. Capitalization

The more important and generally accepted rules in capitalization must be observed.

*Developed by Secretarial Science Department, Central Piedmont Community College, Charlotte, North Carolina.

PUNCTUATION-RULES MOST USED IN BUSINESS COMMUNICATIONS*

Commas

1. Separate the parts of a compound sentence connected by a coordinate conjunction (and, but or nor) with a comma.

   a. Jack is my older brother, and Jill is my younger sister.

   b. The weather in the northwest portion of the country has been quite wintery, but we have had only warm weather.

   c. The United States must remain strong in its economic policy, or the entire world might suffer a great depression.

2. An introductory adverbial clause beginning with when, as, after, etc., is set off from the main clause by a comma. (If the adverbial clause follows the main clause in its natural order, the comma is omitted.)

   a. When you have finished your term paper, you may help John with his homework.

   b. After Jack had planted the garden, he watered it thoroughly.

   c. As you have already had many of the courses required, you may receive credit by examination.

3. Use commas to separate the parts of dates and addresses.

   a. Thursday, June 15, 1970

   b. Route 2, Box 215, Whynot, NC 20209

4. Long introductory phrases and those containing a gerund, participle or infinitive are usually followed by a comma. Some grammerians say that an introductory phrase of fewer than five words does not need a commas following it. Sometimes the use of the comma here is optional if the reading is not diffcult to understand.

   a. In thirty-two years of teaching in public schools, she had not been absent a day. (long)

   b. Before retiring, he read for an hour. (gerund)

   c. During the day he worked diligently. (short, no comma needed)

---

*Developed by Secretarial Science Department, Central Piedmont Community College, Charlotte, North Carolina.

5. Words, phrases and clauses when used in a series, are separated by commas.

   a. I used butter, sugar and eggs in this recipe

   b. I measured the sugar, creamed the butter, and beat the eggs before mixing them.

6. Use commas to set off parenthetical elements. Parenthetical elements may include the following:

   a. Expressions such as however, nevertheless, in the first place, on the other hand, for example.

   b. Non-restrictive clauses or phrases--those that add information but are not necessary to the meaning of the sentence. When a clause is begun with who or which, it is usually non-restrictive.

   c. Nouns in apposition or direct address.

      1. Mr. Smith, our biology teacher

      2. And so, Mr. Smith, we shall, etc.

Semi-Colons

1. Use semi-colons between main clauses of a compound sentence when the conjunction is omitted.

   Today I shall work hard; tomorrow I shall rest.

2. Use a semi-colon between main clauses of a compound sentence when the conjunction is used if commas are used within the elements of the compound sentence.

   As I have a great deal of work to do today, I shall work hard; but tomorrow I shall rest.

3. Use semi-colons before such expressions as namely, that is, as, i.e., when these words introduce an enumeration of several items, or an illustration that is a complete clause.

   In order to complete our task on time we shall have to do many things; namely, organize each part of the task, assign each member one thing to do; and proceed with caution.

Colon

1. Use after salutation of a letter if mixed punctuation or closed punctuation is used.

2. Use after a formal introductory statement.

At Gettsyburg President Lincoln gave his famous address: Four score and seven years ago, our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal. Now we are one . . . .

3. Between hours and minutes as 3:30 p.m.

Numbers

1. Use words for numbers ten and under. Use figures for numbers above ten.

   He has only one day left before the paper is due.

   There will be a holiday period of 31 days.

2. If the number is the first word in a sentence, spell it in words.

   Thirty-one days is the length of the holiday period.

3. Use figures for the following:

   a. Day of month when it follows name of month, as June 10.

      Do not use the d, or nd after numbers.

   b. House numbers, as 1265 Chestnut Street.

   c. Street numbers above ten, as 35th Street.

   d. Sums of money, as $10 (no decimal, no zeros), $10.50, 5 cents (not $ .05)

   e. Percentages, as 5 percent (not 5%)

   f. Serial and model numbers, as Model No. 158246, Serial No. 11358. (no commas)

   g. Exact age, as: She is 100 years old. But approximate age is expressed by words, as about one hundred years old.

   h. Dimensions, as: The room is 12 by 15.

   i. Distances, as: Louisville is 115 miles from Bowling Green.

   j. Temperature, as 10°.

   k. Time, as: It is 4:30 p.m. But when o'clock is used, use words as:

      It is four o'clock, use words.

   l. Pages of books, as: The quotation is on page 8.

   m. Decimals and mixed numbers, as 1 1/2, 1.33, 0.13, .003.

Spacing in Typewritten Communications

1. Space twice after the period, question mark, exclamation point.

2. Space twice after a colon within a sentence.

3. Space once after a comma, semi-colon, a final quotation mark, an apostrophe at the end of a word, a right parentheses or bracket.

4. Space once between a whole number and a fraction when you use the diagonal and make your own fractions, as 1 1/3.

Order of Punctuation with Quotation Marks

1. At the end of a quotation, the period and comma are always placed inside the quotation mark.

2. The question mark and exclamation point or a dash is placed outside the quotation mark if it punctuates the entire sentence.

3. The question mark, exclamation point or dash is placed inside the quotation if it punctuates only the quotation.

Capitalization

Do Capitalize

1. Proper names

2. Members of national, political, religious, regional groups, as American, French, Republican, Communist, Southern, Methodist.

3. Geographical, as Atlantic Ocean, Ohio River, Mecklenburg County.

4. Organizations, as American Cancer Society, The United Nations, Alpha Sigma.

5. Streets, Buildings, Ships, Trains, etc. as North Tryon, Independence Building, Queen Mary, Dixie Flyer.

6. Historical periods, documents, etc., as The Civil War, The Constitution.

7. Calendar days and months, special events, as Monday, Tuesday, January, February, Christmas, Thanksgiving Day.

8. Diety and Scriptures, as God, Johovah, Holy Trinity, Old Testament.

9. Abbreviations if the words abbreviated are capitalized as FBI, WAC, but not mph.

10. Titles preceding proper names, as Mr. Brown, Judge McMillian, Aunt Meb, Cousin Sam (In family relationships, capitalize when followed by name, but not when preceded by possessive pronouns, as Brother Bill, or my brother Bill).

11. Capitalize such words as club , lake, river, building, street, county, etc., only when they are an essential part of a proper name. Be careful not to over-use capitals.

12. Capitalize the first letter of each word in the title of books, plays, etc., except articles and short prepositions and conjunctions.

13. First word after a colon when the colon introduces a complete passage or sentence.

14. First words of a long quotation.

Do not capitalize

1. Club, school, building, etc., unless they are essential parts of proper names.

2. Directions, as southeast, northwest, etc.

3. Course names unless followed by a number or derived from a proper name. I like history. I am taking HIS 105. He is learning English.

4. Seasons, as, It is time to plant a fall garden.

Hyphens are used:

1. To indicate word division at the end of a line.

2. Between two or more words that serve as a compound modifier of a noun. When such a compound adjective follows a noun, the words are not hyphenated.

3. With prefixes as ex, self.

4. Compound numbers written as words, fifty-first anniversary.

5. When several hyphenated compound words have a common noun and the common word is omitted in all but the last compound word, use the hyphens thus: second-, third-, and fourth-floor apartments.

6. Do not divide the second part of a compound word when a prefix (such as self, ex, etc.) is used; self-controlled, ex-officio.

Figure 10.9 Checklist for identifying problems during typewriting transcription

Week of ________, **19**___

____
Name of Student

	Reel Number				
Identification and correction errors					
Proofreading					
Erasing					
Corrections					
Letter style and placement					
Placement on page—horizontal					
Placement on page—vertical					
Attention line					
Subject line					
Syllabication at end of line					
Machine manipulation					
Crowding					
Spreading					
Tabulation					
Ribbon too light					
Keys need cleaning					
Information					
Inside address inaccurate					
Salutation inaccurate for inside address					
Complimentary close					
Initials or enclosures					
Names inaccurate					
Numbers inaccurately written					
English grammar					
Spelling					
Punctuation					
Capitalization					
Syllabication					
Shorthand					
Transcription—incorrect outline					
Context meaning incorrect					
Cannot decipher outline					
Omitted shorthand outline(s)					

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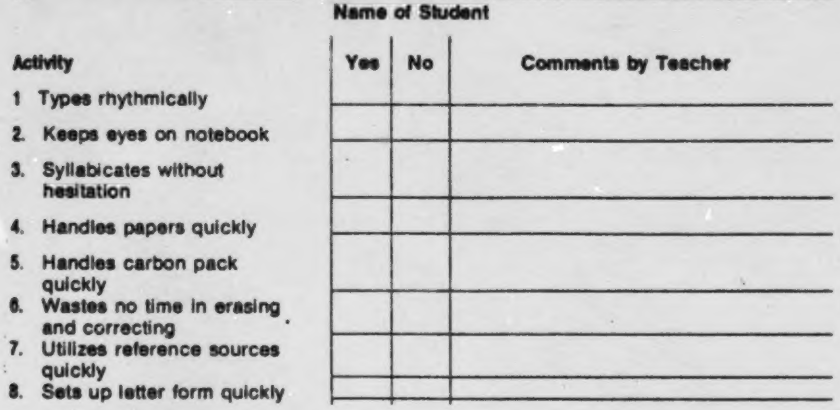
Figure 10.10 Process observation checksheet

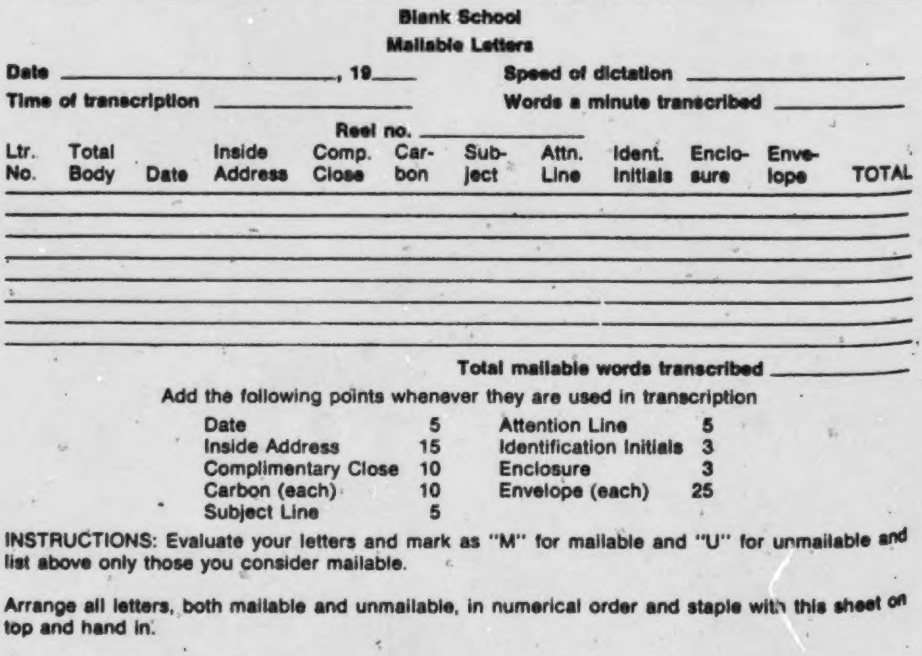


Date of Observation ________ ____________________

Name of Student

Activity	**Yes**	**No**	**Comments by Teacher**
1 Types rhythmically			
2. Keeps eyes on notebook			
3. Syllabicates without hesitation			
4. Handles papers quickly			
5. Handles carbon pack quickly			
6. Wastes no time in erasing and correcting			
7. Utilizes reference sources quickly			
8. Sets up letter form quickly			

Figure 10.12 Form for self-evaluation of transcripts



Blank School

Mailable Letters

Date ____________________, 19____ **Speed of dictation** ________________

Time of transcription ________________ **Words a minute transcribed** __________

Reel no. ____________

Ltr. No.	Total Body	Date	Inside Address	Comp. Close	Car-bon	Sub-ject	Attn. Line	Ident. Initials	Enclo-sure	Enve-lope	TOTAL

Total mailable words transcribed __________

Add the following points whenever they are used in transcription

Date	5	Attention Line	5
Inside Address	15	Identification Initials	3
Complimentary Close	10	Enclosure	3
Carbon (each)	10	Envelope (each)	25
Subject Line	5		

INSTRUCTIONS: Evaluate your letters and mark as "M" for mailable and "U" for unmailable and list above only those you consider mailable.

Arrange all letters, both mailable and unmailable, in numerical order and staple with this sheet on top and hand in.

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CONTROLLED VOCABULARY

by Dr. Ray Smith and Dr. Don Reese
University of Tennessee, Knoxville

* ORTHAND: REINFORCEMENT MATERIAL

This spiral-bound book contains 122 pages of specially constructed material designed to reinforce the learning of shorthand theory.

The book has been correlated with the order of theory presentation in the basic shorthand textbooks. In a lesson-by-lesson approach (Lesson 7 through Lesson 47), each theory point is identified and emphasis is given to the use of high frequency words to illustrate these shorthand theory points in sentences and also in a short letter. *Price: $4.25

** SHORTHAND: NEW-MATTER DICTATION

The 56 letters in this spiral-bound book provide new-matter material graded to specific lessons in the basic shorthand textbook. The letters range from 40 words per minute for one minute to 110 words per minute for three minutes. The materials have been constructed utilizing a controlled vocabulary concept. Of the 9,271 words in this book, 97.9 per cent of all the occurrences are of words in the 2,000 most frequently used words in business.

For each letter, the following information is given: number of standard shorthand words, number of actual words, number of different words, and syllabic intensity. *Price: $4.25

SHORTHAND: VOCABULARY AND DICTATION TESTS

This spiral-bound book contains 12 vocabulary tests and 18 dictation tests. Each vocabulary test contains 50 words randomly selected without replacement from the 5,000 most frequently used words in business. The words on each test have been randomized so that fewer than 50 words may be used for a test. The tests are at three levels of "difficulty" and are graded to Lessons 1 - 12, 1 - 24, 1 - 36, and 1 - 48.

The 18 three-minute dictation tests are for testing at speed levels of 50, 60, 70, 80, 90, and 100 words per minute. These tests are equated on syllabic intensity and high frequency words. Each letter is identified as to the total number of words, number of different words, words in the first 200 most frequently used words, and words beyond the 1,500 most frequently used words. *Price: $3.25

SHORTHAND: DICTATION LETTERS

This spiral-bound book contains 50 five-minute letters - ten for each of the speed levels of 60, 70, 80, 90, and 100.

The letters have been based on actual business letters from seven different types of businesses. Each of the dictation letters is equated on the basis of: syllabic intensity, high frequency words, and punctuation. *Price: $4.25

* Add 50¢ for postage and handling per order.

** Also available on cassette tapes (see descriptive flyer)

Words, Inc., Box 8571, University Station, Knoxville, Tennessee 37916 176001

SHORTHAND CASSETTE TAPES

SHORTHAND: REINFORCEMENT MATERIAL

- total of 17 tapes or 34 practice sessions (Sides A and B) are provided
- each of these practice sessions is 15 minutes in length
- each practice session includes the theory presented in a particular lesson (Gregg DJ)
- high frequency words are used to illustrate each theory point
- sentences emphasizing these high frequency words are dictated in sentences and then in a short letter
- speed of dictation allows students to concentrate on the new learning

Suggested uses for tapes: homework study of new learnings for each lesson; entire lesson can be "reviewed" in 15 minutes
reinforcement of a previously studied lesson
aid for a student who is absent
writing practice of the new learnings from dictation through the use of controlled vocabulary.
theory review in later semesters

Price: $95.00 per set (a copy of the book Shorthand: Reinforcement Material is provided free with each set of tapes purchased).

SHORTHAND: NEW-MATTER DICTATION

- total of 28 tapes or 56 practice sessions (Sides A and B) are provided - 28 of these practice sessions are 20 minutes in length and 28 are 30 minutes in length
- each practice session is graded to a particular lesson (Gregg DJ)
- the purpose is speed development through a controlled vocabulary
- a variety of speed development plans have been utilized
- the speed goals range from one minute at 40 words per minute to three minutes at 110 words per minute
- the length of dictation and speed goals allow flexibility

Suggested uses for tapes: individualized approach can be utilized for speed building
speed building can be offered after Lesson 5 has been covered
tapes can be used for in-class or out-of-class activities

Price: $150.00 per set (a copy of the book Shorthand: New-Matter Dictation is provided free with each set of tapes purchased).

To order any one or all of the books/tapes by Dr. Ray Smith and Dr. Don Reese of The University of Tennessee, just complete and return the form below.

- -

ORDER FORM

TO: Words, Inc.
Box 8571, Univ. of Tennessee Station
Knoxville, Tennessee 37916

Please send:

Books - _____ copy (copies) of SHORTHAND: REINFORCEMENT MATERIAL, $4.25 each
_____ copy (copies) of SHORTHAND: NEW-MATTER DICTATION, $4,25 each
_____ copy (copies) of SHORTHAND: VOCABULARY AND DICTATION TESTS, $3.25 each
_____ copy (copies) of SHORTHAND: DICTATION LETTERS, $4.25 each

Tapes - _____ set (sets) of SHORTHAND: REINFORCEMENT MATERIAL, $95.00 each
_____ set (sets) of SHORTHAND: NEW-MATTER DICTATION, $150.00 each

Name (Miss, Ms., Mr., Mrs., Dr.) ______________________________

School ______________________________ Street ______________________

City ______________________________ State ________________ Zip _____

(Note: Make check payable to Words, Inc. Add 50¢ for postage and handling for each order.)

- -

New prices effective January 1, 1976.

SYLLABI FOR
SHORTHAND DICTATION AND TRANSCRIPTION

BUS 206 SHORTHAND DICTATION AND TRANSCRIPTION I

BUS 207 SHORTHAND DICTATION AND TRANSCRIPTION II

BUS 208 SHORTHAND DICTATION AND TRANSCRIPTION III

The dictation and transcription syllabi were revised by Sue Agee, Montgomery Technical Institute; Lois Denny, Sampson Technical Institute and Madge Wray, Cleveland County Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. The original syllabi were developed by Margaret Wagoner, Central Piedmont Community College.

Appreciation is expressed to the individual contributors, their respective institutions and the Advisory Committee for their assistance and cooperation.

NOTE: The same course number for Dictation and Transcription should be used for all secretarial programs. Course numbers may be distinguished for a particular curriculum by adding the first letter of the curriculum title to the course number. Example: BUS 206M for Medical Secretarial.

Speed requirements should be based on requirements by local personnel offices. The speeds included in the syllabi were determined by the Advisory Committee and should be adjusted to meet local requirements.

BUSINESS 207 SHORTHAND DICTATION AND TRANSCRIPTION II

I. COURSE DESCRIPTION:

The student will refine his/her shorthand skills and integrate these skills with various secretarial procedures. The student will improve his/her ability to take dictation at high speeds for longer periods of time and to transcribe mailable letters. The student will develop the accuracy, speed and vocabulary that will enable him/her to meet the stenographic requirements of business, industrial and professional offices.

II. COURSE OBJECTIVES:

Given the materials as presented in this course, the student will be able to:

1. Take dictation at a minimum rate of 80 WAM and transcribe at the typewriter with a minimum of 95% accuracy.
2. Take dictation at a minimum rate of 70 WAM and transcribe at the typewriter with 100% accuracy - mailable letters.
3. Take office-style dictation and make the indicated changes when transcribing.
4. Integrate shorthand skills with acceptable secretarial procedures.
5. Demonstrate personal traits and attitudes acceptable in the secretarial profession.

III. COURSE OVERVIEW:

A. Review of shorthand theory and techniques
B. Shorthand reading and writing improvement
C. Shorthand speed
D. Typewritten transcription
E. Dictation and transcription improvement
F. Office-style dictation

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. Two-three (2-3) class hours per week; two-three (2-3) laboratory hours per week
C. Prerequisites: BUS 206, Shorthand Dictation and Transcription I; ability to type.

V. EVALUATION:

Evaluation is based on the completion of stated objectives.

INTRODUCTION

Students in Shorthand Dictation and Transcription II should be competent in using the shorthand alphabet, theory and brief forms, in operating the typewriter and in taking and transcribing dictation. During this course, the student will take dictation from the instructor and from tapes and transcribe at the typewriter from his/her own notes as well as from plate notes.

Competency	Content Outline	Activity Experience	Evaluation
	I. Systematic Review of Shorthand Theory and Techniques		
Review of shorthand theory and techniques.	A. Brief forms	Review and practice.	Review only.
	B. Phrases		
	C. Joined word endings		
	D. Disjoined word endings		
	E. Joined work beginnings		
	F. Disjoined word beginnings		
	G. General word building principles		

Competency	Content Outline	Activity Experience	Evaluation
	II. Shorthand Reading and Writing Improvement		
Improve ability to read and write shorthand.		The student will read aloud from the practice material in the textbook and then copy the material in shorthand. Occasionally, he/she will be called on to read aloud from his/her notes in class.	The student will read aloud in class from previous night's lesson in the homework pad.

Competency	Content Outline	Activity Experience	Evaluation
	III. Shorthand Speed		
Increase writing speed.	A. Unfamiliar and familiar material 1. Vocabulary preview 2. Technical word study B. Material graded according to syllabic intensity (1.50 - 2.00) C. Levels 1. One minute takes 2. Three minute takes 3. Five minute takes	The student will take dictation for three to five minutes, taking segments of the take at various speeds and then taking the entire take at one speed. The student will practice in class from tapes: speeds will vary according to the student's level. The student will take dictation from outsiders who have experience in dictation on the job. The student will practice taking dictation at home from tapes, records, television, radio or other people.	While practicing in class, the instructor will ask for a show of hands to indicate the students who successfully completed each part of the take. Volunteers will be asked to read aloud from the final take.

Competency	Content Outline	Activity Experience	Evaluation
	IV. Typewritten transcription		
Take dictation at the rate of 80, 90 or 100 WAM for three to five minutes and then transcribe the dictation at the typewriter with 95% accuracy.	A. Improving shorthand writing skill B. Improving transcription skill 1. Letter placement 2. Letter styles 3. Punctuation 4. Spelling 5. Paragraphing C. Correct procedures 1. Arrange work space 2. Proofreading 3. Erasure technique with carbon copies 4. How to write numbers 5. Marking enclosures D. Untimed 1. Office-style dictation with changes 2. Other material E. Timed 1. Familiar shorthand notes 2. Unfamiliar shorthand notes F. Integration of shorthand skill, English usage and secretarial procedures	The instructor will dictate at speeds of 80 and 90 WAM for five minutes and at 100 WAM for three minutes. The student will record the dictation in shorthand and then transcribe it at the typewriter.	Transcripts will be submitted and evaluated for accuracy of the transcript, spelling and punctuation. A transcript with 95% accuracy will be accepted. The student must submit three passabl takes at his/her present speed before progressing to the next highest speed.

Competency	Content Outline	Activity Experience	Evaluation
	V. Dictation and Transcription Improvement		
Take dictation of short letters at a minimum of 70 WAM and transcribe at the typewriter in correct letter form with 100% accuracy.	A. Shorthand writing B. Transcription skills C. Secretarial procedures D. English usage	The instructor will dictate a series of short letters, including the inside address of each and the student will take the dictation and transcribe in correct letter form at the typewriter.	Letters will be submitted and checked for accuracy of the transcription, spelling and punctuation. Letters must contain no spelling or punctuation errors in order to be passable. Minor word changes will be accepted as long as they do not change the meaning of the letter.

Competency	Content Outline	Activity Experience	Evaluation
	VI. Office-Style Dictation		
Take office-style dictation and transcribe it making the changes indicated.	A. Ability to record B. Ability to transcribe	Student will record in shorthand dictation (office-style) from the instructor, tapes or other persons; he/she will transcribe the notes at the typewriter.	Transcripts will be submitted. The instructor will check the transcripts for accuracy of content, emphasis being on any changes made in the dictation.

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Bowman, Wallace B. and Mary Ellen Oliverio. Shorthand Dictation Studies. Cincinnati: South-Western Publishing Company, Current Edition. (Grades 9-12)

Leslie, Louis A. and others. Gregg Shorthand for Colleges: Transcription. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Student's transcript, workbook & key, instructor's handbook, cassette tapes.)

2. Periodicals

Business Education Forum. National Business Education Association, Dulles International Airport, Box 17402, Washington, DC, 20041. (Monthly - October-May; $15 per year.)

Business Education World. McGraw-Hill Book Company, 1221 Avenue of The Americas, New York, NY, 10020. (Bimonthly: Free to business educators.)

International Review for Business Education. (In English, French, German, Italian and Spanish.) International Society for Business Education, Chemin de la Croix, 1052 le Mont-Sur-Lausanne, Switzerland. (Semiannual: 25f.)

Journal of Business Education. Heldref Publications, 4000 Albemarle Street, NW, Washington, DC, 20016. (Monthly: October-May; $15 per year.)

The Secretary. National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108. (Monthly: $7 per year.)

Today's Office. National Research Bureau, 211 North LaSalle Street, Chicago, IL, 60601. (Monthly - A newsletter for office workers.)

Today's Secretary. Gregg Division, McGraw-Hill Publishing Company, 1221 Avenue of the Americas, New York, NY, 10020. (Monthly: $5 per year.)

3. Audiovisual Aids

Dictation tapes, records and transparencies

Leslie, Louis A. and others. Gregg Dictation and Transcription: Individual Progress Method. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

4. Other Sources

a. Dictionaries and Miscellaneous

Gregg, John R. and others. Gregg Shorthand Dictionary, Diamond Jubilee Series. New York: McGraw-Hill Book Company, Current Edition.

Leslie, Louis A. 20,000 Words: Spelled and Divided for Quick Reference. New York: McGraw-Hill Book Company, Current Edition.

Silverthorn, J. E. and Devern J. Perry. Word Division Manual. Cincinnati: South-Western Publishing Company, Current Edition.

b. Associations

Executives' Secretaries, Incorporated, 203 Dixon Building, 2188 Highland Drive, Salt Lake City, UT, 84106.

National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108.

c. Handbooks and Manuals

Doris, Lillian and Bessie M. Miller. Complete Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

Sabin, William A. The Gregg Reference Manual. New York: McGraw-Hill Book Company, Current Edition.

Harold, J. J. and M. Thompson. New Standard Reference for Secretaries and Administrative Assistants. New York: Macmillan Publishing Company, Current Edition.

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Mager, Nathan H. and Sylvia K. Mager. Office Encyclopedia. New York: Picket Books, Current Edition. (630 Fifth Avenue, New York, NY, 10020.)

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Schwieger, Twyla. Modern Secretary's Complete Guide. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

d. Resource Books

1. General

Alpha XI Chapter, Delta Pi Epsilon. Drills to Improve Teaching Transcription. New York: Hunter College, Current Edition.

Condon, A. and others. Transcribing Speed Studies. New York: McGraw-Hill Book Company, Current Edition.

Grubbs, Robert L. and Estelle L. Popham. Gregg Shorthand for Colleges: Speed Building. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Student's transcript, workbook & key, instructor's handbook, cassette tapes.)

Jester, Donald D. The Shorthand Transcription Process and Its Teaching Implications. Monograph 108. Cincinnati: South-Western Publishing Company, Current Edition.

Leslie, Louis A. and others. College Dictation for Transcription: Gregg Shorthand. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Cassette tapes.)

Leslie, Louis A. and Charles E. Zoubek. Dictation for Mailable Transcripts. New York: McGraw-Hill Book Company, Current Edition.

________. Transcription Dictation. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Cassette tapes.)

Popham, Estelle L. and others. A Teaching-Learning System for Business Education. Chapter 10, "Shorthand." New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

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2. Medical

Byers, Edward E. Gregg Medical Shorthand Dictionary. New York: McGraw-Hill Book Company, Current Edition.

________. 10,000 Medical Words: Spelled and Divided for Quick Reference. New York: McGraw-Hill Book Company, Current Edition.

Root, Kathleen B. and E. E. Byers. Medical Secretary: Terminology and Transcription. New York: McGraw-Hill Book Company, Current Edition.

________. The Medical Secretary: Terminology and Transcription. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Student's transcript, reel-to-reel or cassette tapes.)

3. Legal

Leslie, Louis A. and Kenneth B. Coffin. Handbook for the Legal Secretary. New York: McGraw-Hill Book Company, Current Edition.

Kurtz, Margaret and others. 10,000 Legal Words: Spelled and Divided for Quick Reference. New York: McGraw-Hill Book Company, Current Edition.

Zoubek, Charles E. Progressive Dictation with Previews. New York: McGraw-Hill Book Company, Current Edition.

4. Technical

Adams, Dorothy and Margaret Kurtz. The Technical Secretary: Terminology and Transcription. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Workbook, instructor's manual and key, reel-to-reel tapes.)

APPENDIX

CENTRAL PIEDMONT COMMUNITY COLLEGE

Course Number and Title: Dictation and Transcription II

Credit Hours: 4 **Lecture:** 3 **Lab:** 2

Prerequisites: Shorthand Dictation and Transcription I or approval of instructor

Course Objectives:

Upon completion of Shorthand Dictation and Transcription II, the student will:

1. Transcribe three 3-minute takes dictated at 100 wam with a minimum of:

   95- 96% accuracy - C
   97- 98% accuracy - B
   99-100% accuracy - A

2. Transcribe a minimum of 21 letters in mailable form. To earn a grade for this particular objective, the following scale will be used:

   21-27 mailable letters - C
   28-35 mailable letters - B
   36-50 mailable letters - A

   Transcription time should be 6 minutes for each letter dictated. In addition, 5 minutes should be allotted for the student to go to the typewriter and organize the work area. One carbon copy of each letter will be made.

3. Show evidence of being able to write all brief forms perfectly and without hesitation and write in shorthand any word in the English language.

Textbook:

Bowman, Wallace B. and Mary Ellen Oliverio. Shorthand Dictation Studies. Third (Jubilee) Edition. South-Western Publishing Company, Cincinnati, Ohio, 1966. (Grades 9-12)

Other Instructional Materials:

Pens, shorthand notebook pads, typewriting paper, carbon paper, erasers, cassette players and tapes.

DICTATION AND TRANSCRIPTION II

HOMEWORK ASSIGNMENT SHEET

You will complete thirteen studies from SHORTHAND DICTATION STUDIES by Bowman and Oliverio, South-Western Publishing Company. Each part of each study is to be done the indicated number of times. Label each part of your assignment clearly. Staple the appropriate cover sheet in front of each study.

Each study is composed of five parts.

Part 1 on basic skills is a brief form or theory review and a long article in shorthand. You are to study the word review and read the article first, then write two lines of each word and copy the shorthand plates in the article once in shorthand.

Part 2 is a short article written in print on business information. Write two lines of each word in the vocabulary preview, then write the shorthand for the longhand in the article once.

Part 3 is business correspondence. Some of the letters are written in shorthand and some in longhand. Each has a preview of some of the more difficult words. Write two lines of each word in the preview. Read and copy twice the letters written in shorthand, and write twice the shorthand of those written in print.

Part 4 has to do with business practices. Write two lines of each work in the preview and write the shorthand for the printed article once.

Part 5 is a progress check-up with no preview. Write the shorthand for the printed letter twice.

After you have completed each study, assemble your work in proper sequence; then staple the cover sheet for that particular study on the front of each study. Opposite each part of the study, under the column labeled student, insert the date you completed the part. Hand each study in to your instructor as you complete it.

You will complete Studies 14 through 26.

STANDARD

Dictation and Transcription II

BUS 207

Grades are based on the following scale:

25% Grade	Words per Minute for 5-minutes with 98% accuracy
A	120
B	100
C	90
D	80

75% Mailable Transcripts

ELEMENTS THAT MAKE FOR MAILABILITY OF LETTERS*

I. General Appearance

1. Good margins
2. Regular type impressions resulting from good rhythm
3. Good erasures
4. No fingerprints, smudges, or other marks on the paper
5. No strikeovers

II. Spelling

A single misspelled word, even though corrected, will make the finest letter unmailable; therefore, be sure of your spelling.

III. Names and Figures

1. Special attention should be given to the inside address--people do not like to have their names misspelled.
2. Be sure that you are familiar with names used in the body of the letter. You are justified in asking your employer concerning names with which you are not familiar.
3. A single error in a word will make the letter unmailable.

IV. Punctuation

Although a letter is still mailable even though the punctuation does not live up to the best authority, any punctuation that changes or does not make sufficiently clear the intent of the dictator makes the letter unmailable.

V. English

The violation of any well-established grammatical principle makes your letter unmailable. The fact that the dictator made an error when dictating the letter does not permit you to repeat the same error.

VI. Context

Most employers will allow a certain amount of freedom in transcribing dictation. However, you cannot change the meaning of the sentence.

VII. Word Division

Any major violation of good rules for word division will make your letter unmailable.

VIII. Capitalization

The more important and generally accepted rules in capitalization must be observed.

*Developed by Secretarial Science Department, Central Piedmont Community College, Charlotte, North Carolina.

PUNCTUATION-RULES MOST USED IN BUSINESS COMMUNICATIONS*

Commas

1. Separate the parts of a compound sentence connected by a coordinate conjunction (and, but or nor) with a comma.

   a. Jack is my older brother, and Jill is my younger sister.

   b. The weather in the northwest portion of the country has been quite wintery, but we have had only warm weather.

   c. The United States must remain strong in its economic policy, or the entire world might suffer a great depression.

2. An introductory adverbial clause beginning with when, as, after, etc., is set off from the main clause by a comma. (If the adverbial clause follows the main clause in its natural order, the comma is omitted.)

   a. When you have finished your term paper, you may help John with his homework.

   b. After Jack had planted the garden, he watered it thoroughly.

   c. As you have already had many of the courses required, you may receive credit by examination.

3. Use commas to separate the parts of dates and addresses.

   a. Thursday, June 15, 1970

   b. Route 2, Box 215, Whynot, NC 20209

4. Long introductory phrases and those containing a gerund, participle or infinitive are usually followed by a comma. Some grammerians say that an introductory phrase of fewer than five words does not need a commas following it. Sometimes the use of the comma here is optional if the reading is not diffcult to understand.

   a. In thirty-two years of teaching in public schools, she had not been absent a day. (long)

   b. Before retiring, he read for an hour. (gerund)

   c. During the day he worked diligently. (short, no comma needed)

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*Developed by Secretarial Science Department, Central Piedmont Community College, Charlotte, North Carolina.

5. Words, phrases and clauses when used in a series, are separated by commas.

   a. I used butter, sugar and eggs in this recipe

   b. I measured the sugar, creamed the butter, and beat the eggs before mixing them.

6. Use commas to set off parenthetical elements. Parenthetical elements may include the following:

   a. Expressions such as however, nevertheless, in the first place, on the other hand, for example.

   b. Non-restrictive clauses or phrases--those that add information but are not necessary to the meaning of the sentence. When a clause is begun with who or which, it is usually non-restrictive.

   c. Nouns in apposition or direct address.

      1. Mr. Smith, our biology teacher

      2. And so, Mr. Smith, we shall, etc.

Semi-Colons

1. Use semi-colons between main clauses of a compound sentence when the conjunction is omitted.

   Today I shall work hard; tomorrow I shall rest.

2. Use a semi-colon between main clauses of a compound sentence when the conjunction is used if commas are used within the elements of the compound sentence.

   As I have a great deal of work to do today, I shall work hard; but tomorrow I shall rest.

3. Use semi-colons before such expressions as namely, that is, as, i.e., when these words introduce an enumeration of several items, or an illustration that is a complete clause.

   In order to complete our task on time we shall have to do many things; namely, organize each part of the task, assign each member one thing to do; and proceed with caution.

Colon

1. Use after salutation of a letter if mixed punctuation or closed punctuation is used.

2. Use after a formal introductory statement.

At Gettsyburg President Lincoln gave his famous address: Four score and seven years ago, our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal. Now we are one . . . .

3. Between hours and minutes as 3:30 p.m.

Numbers

1. Use words for numbers ten and under. Use figures for numbers above ten.

   He has only one day left before the paper is due.

   There will be a holiday period of 31 days.

2. If the number is the first word in a sentence, spell it in words.

   Thirty-one days is the length of the holiday period.

3. Use figures for the following:

   a. Day of month when it follows name of month, as June 10.

      Do not use the d, or nd after numbers.

   b. House numbers, as 1265 Chestnut Street.

   c. Street numbers above ten, as 35th Street.

   d. Sums of money, as $10 (no decimal, no zeros), $10.50, 5 cents (not $ .05)

   e. Percentages, as 5 percent (not 5%)

   f. Serial and model numbers, as Model No. 158246, Serial No. 11358. (no commas)

   g. Exact age, as: She is 100 years old. But approximate age is expressed by words, as about one hundred years old.

   h. Dimensions, as: The room is 12 by 15.

   i. Distances, as: Louisville is 115 miles from Bowling Green.

   j. Temperature, as 10°.

   k. Time, as: It is 4:30 p.m. But when o'clock is used, use words as:

      It is four o'clock, use words.

   l. Pages of books, as: The quotation is on page 8.

   m. Decimals and mixed numbers, as 1 1/2, 1.33, 0.13, .003.

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Spacing in Typewritten Communications

1. Space twice after the period, question mark, exclamation point.

2. Space twice after a colon within a sentence.

3. Space once after a comma, semi-colon, a final quotation mark, an apostrophe at the end of a word, a right parentheses or bracket.

4. Space once between a whole number and a fraction when you use the diagonal and make your own fractions, as 1 1/3.

Order of Punctuation with Quotation Marks

1. At the end of a quotation, the period and comma are always placed inside the quotation mark.

2. The question mark and exclamation point or a dash is placed outside the quotation mark if it punctuates the entire sentence.

3. The question mark, exclamation point or dash is placed inside the quotation if it punctuates only the quotation.

Capitalization

Do Capitalize

1. Proper names

2. Members of national, political, religious, regional groups, as American, French, Republican, Communist, Southern, Methodist.

3. Geographical, as Atlantic Ocean, Ohio River, Mecklenburg County.

4. Organizations, as American Cancer Society, The United Nations, Alpha Sigma.

5. Streets, Buildings, Ships, Trains, etc. as North Tryon, Independence Building, Queen Mary, Dixie Flyer.

6. Historical periods, documents, etc., as The Civil War, The Constitution.

7. Calendar days and months, special events, as Monday, Tuesday, January, February, Christmas, Thanksgiving Day.

8. Diety and Scriptures, as God, Johovah, Holy Trinity, Old Testament.

9. Abbreviations if the words abbreviated are capitalized as FBI, WAC, but not mph.

10. Titles preceding proper names, as Mr. Brown, Judge McMillian, Aunt Meb, Cousin Sam (In family relationships, capitalize when followed by name, but not when preceded by possessive pronouns, as Brother Bill, or my brother Bill).

11. Capitalize such words as club , lake, river, building, street, county, etc., only when they are an essential part of a proper name. Be careful not to over-use capitals.

12. Capitalize the first letter of each word in the title of books, plays, etc., except articles and short prepositions and conjunctions.

13. First word after a colon when the colon introduces a complete passage or sentence.

14. First words of a long quotation.

Do not capitalize

1. Club, school, building, etc., unless they are essential parts of proper names.

2. Directions, as southeast, northwest, etc.

3. Course names unless followed by a number or derived from a proper name. I like history. I am taking HIS 105. He is learning English.

4. Seasons, as, It is time to plant a fall garden.

Hyphens are used:

1. To indicate word division at the end of a line.

2. Between two or more words that serve as a compound modifier of a noun. When such a compound adjective follows a noun, the words are not hyphenated.

3. With prefixes as ex, self.

4. Compound numbers written as words, fifty-first anniversary.

5. When several hyphenated compound words have a common noun and the common word is omitted in all but the last compound word, use the hyphens thus: second-, third-, and fourth-floor apartments.

6. Do not divide the second part of a compound word when a prefix (such as self, ex, etc.) is used; self-controlled, ex-officio.

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Figure 10.9 Checklist for identifying problems during typewriting transcription

Week of ________, **19**___

	Name of Student				
			Reel Number		
Identification and correction errors					
Proofreading	______	______	______	______	______
Erasing	______	______	______	______	______
Corrections	______	______	______	______	______
Letter style and placement					
Placement on page—horizontal	______	______	______	______	______
Placement on page—vertical	______	______	______	______	______
Attention line	______	______	______	______	______
Subject line	______	______	______	______	______
Syllabication at end of line	______	______	______	______	______
Machine manipulation					
Crowding	______	______	______	______	______
Spreading	______	______	______	______	______
Tabulation	______	______	______	______	______
Ribbon too light	______	______	______	______	______
Keys need cleaning	______	______	______	______	______
Information					
Inside address inaccurate	______	______	______	______	______
Salutation inaccurate for inside address	______	______	______	______	______
Complimentary close	______	______	______	______	______
Initials or enclosures	______	______	______	______	______
Names inaccurate	______	______	______	______	______
Numbers inaccurately written	______	______	______	______	______
English grammar					
Spelling	______	______	______	______	______
Punctuation	______	______	______	______	______
Capitalization	______	______	______	______	______
Syllabication	______	______	______	______	______
Shorthand					
Transcription—incorrect outline	______	______	______	______	______
Context meaning incorrect	______	______	______	______	______
Cannot decipher outline	______	______	______	______	______
Omitted shorthand outline(s)	______	______	______	______	______

"From A TEACHING-LEARNING SYSTEM FOR BUSINESS EDUCATION by Popham, Schrag and Blockhus. Copyright © 1977 by McGraw-Hill, Inc. Used with permission, p. 228."

Figure 10.10 Process observation checksheet

Date of Observation ________ ____________________

Name of Student

Activity	**Yes**	**No**	**Comments by Teacher**
1 Types rhythmically			
2. Keeps eyes on notebook			
3. Syllabicates without hesitation			
4. Handles papers quickly			
5. Handles carbon pack quickly			
6. Wastes no time in erasing and correcting			
7. Utilizes reference sources quickly			
8. Sets up letter form quickly			

Figure 10.12 Form for self-evaluation of transcripts

Blank School

Mailable Letters

Date ____________________, 19____ **Speed of dictation** ______________

Time of transcription ______________ **Words a minute transcribed** __________

Reel no. ______________

Ltr. No.	Total Body	Date	Inside Address	Comp. Close	Carbon	Subject	Attn. Line	Ident. Initials	Enclosure	Envelope	TOTAL

Total mailable words transcribed __________

Add the following points whenever they are used in transcription

Date	5	Attention Line	5
Inside Address	15	Identification Initials	3
Complimentary Close	10	Enclosure	3
Carbon (each)	10	Envelope (each)	25
Subject Line	5		

INSTRUCTIONS: Evaluate your letters and mark as "M" for mailable and "U" for unmailable and list above only those you consider mailable.

Arrange all letters, both mailable and unmailable, in numerical order and staple with this sheet on top and hand in.

"From A TEACHING-LEARNING SYSTEM FOR BUSINESS EDUCATION by Popham, Schrag and Blockhus. Copyright © 1977 by McGraw-Hill, Inc. Used with permission, pp. 229, 232."

SHORTHAND MATERIALS with a

CONTROLLED VOCABULARY

by Dr. Ray Smith and Dr. Don Reese
University of Tennessee, Knoxville

## ** SHORTHAND: REINFORCEMENT MATERIAL

This spiral-bound book contains 122 pages of specially constructed material designed to reinforce the learning of shorthand theory.

The book has been correlated with the order of theory presentation in the basic shorthand textbooks. In a lesson-by-lesson approach (Lesson 7 through Lesson 47), each theory point is identified and emphasis is given to the use of high frequency words to illustrate these shorthand theory points in sentences and also in a short letter. *Price: $4.25

## ** SHORTHAND: NEW-MATTER DICTATION

The 56 letters in this spiral-bound book provide new-matter material graded to specific lessons in the basic shorthand textbook. The letters range from 40 words per minute for one minute to 110 words per minute for three minutes. The materials have been constructed utilizing a controlled vocabulary concept. Of the 9,271 words in this book, 97.9 per cent of all the occurrences are of words in the 2,000 most frequently used words in business.

For each letter, the following information is given: number of standard shorthand words, number of actual words, number of different words, and syllabic intensity. *Price: $4.25

SHORTHAND: VOCABULARY AND DICTATION TESTS

This spiral-bound book contains 12 vocabulary tests and 18 dictation tests. Each vocabulary test contains 50 words randomly selected without replacement from the 5,000 most frequently used words in business. The words on each test have been randomized so that fewer than 50 words may be used for a test. The tests are at three levels of "difficulty" and are graded to Lessons 1 - 12, 1 - 24, 1 - 36, and 1 - 48.

The 18 three-minute dictation tests are for testing at speed levels of 50, 60, 70, 80, 90, and 100 words per minute. These tests are equated on syllabic intensity and high frequency words. Each letter is identified as to the total number of words, number of different words, words in the first 200 most frequently used words, and words beyond the 1,500 most frequently used words. *Price: $3.25

SHORTHAND: DICTATION LETTERS

This spiral-bound book contains 50 five-minute letters - ten for each of the speed levels of 60, 70, 80, 90, and 100.

The letters have been based on actual business letters from seven different types of businesses. Each of the dictation letters is equated on the basis of: syllabic intensity, high frequency words, and punctuation. *Price: $4.25

* Add 50¢ for postage and handling per order.

** Also available on cassette tapes (see descriptive flyer)

Words, Inc., Box 8571, University Station, Knoxville, Tennessee 37916 176001

SHORTHAND CASSETTE TAPES

SHORTHAND: REINFORCEMENT MATERIAL

- total of 17 tapes or 34 practice sessions (Sides A and B) are provided
- each of these practice sessions is 15 minutes in length
- each practice session includes the theory presented in a particular lesson (Gregg DJ)
- high frequency words are used to illustrate each theory point
- sentences emphasizing these high frequency words are dictated in sentences and then in a short letter
- speed of dictation allows students to concentrate on the new learning

Suggested uses for tapes: homework study of new learnings for each lesson; entire lesson can be "reviewed" in 15 minutes
reinforcement of a previously studied lesson
aid for a student who is absent
writing practice of the new learnings from dictation through the use of controlled vocabulary.
theory review in later semesters

Price: $95.00 per set (a copy of the book Shorthand: Reinforcement Material is provided free with each set of tapes purchased).

SHORTHAND: NEW-MATTER DICTATION

- total of 28 tapes or 56 practice sessions (Sides A and B) are provided - 28 of these practice sessions are 20 minutes in length and 28 are 30 minutes in length
- each practice session is graded to a particular lesson (Gregg DJ)
- the purpose is speed development through a controlled vocabulary
- a variety of speed development plans have been utilized
- the speed goals range from one minute at 40 words per minute to three minutes at 110 words per minute
- the length of dictation and speed goals allow flexibility

Suggested uses for tapes: individualized approach can be utilized for speed building
speed building can be offered after Lesson 5 has been covered
tapes can be used for in-class or out-of-class activities

Price: $150.00 per set (a copy of the book Shorthand: New-Matter Dictation is provided free with each set of tapes purchased).

To order any one or all of the books/tapes by Dr. Ray Smith and Dr. Don Reese of The University of Tennessee, just complete and return the form below.

- -

ORDER FORM

TO: Words, Inc.
Box 8571, Univ. of Tennessee Station
Knoxville, Tennessee 37916

Please send:

Books - _____ copy (copies) of SHORTHAND: REINFORCEMENT MATERIAL, $4.25 each
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_____ copy (copies) of SHORTHAND: VOCABULARY AND DICTATION TESTS, $3.25 each
_____ copy (copies) of SHORTHAND: DICTATION LETTERS, $4.25 each

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School ________________________________ Street ________________________

City __________________________________ State ________________ Zip ____

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New prices effective January 1, 1976.

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SYLLABI FOR

SHORTHAND DICTATION AND TRANSCRIPTION

BUS 206 SHORTHAND DICTATION AND TRANSCRIPTION I

BUS 207 SHORTHAND DICTATION AND TRANSCRIPTION II

BUS 208 SHORTHAND DICTATION AND TRANSCRIPTION III

The dictation and transcription syllabi were revised by Sue Agee, Montgomery Technical Institute; Lois Denny, Sampson Technical Institute and Madge Wray, Cleveland County Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. The original syllabi were developed by Margaret Wagoner, Central Piedmont Community College.

Appreciation is expressed to the individual contributors, their respective institutions and the Advisory Committee for their assistance and cooperation.

NOTE: The same course number for Dictation and Transcription should be used for all secretarial programs. Course numbers may be distinguished for a particular curriculum by adding the first letter of the curriculum title to the course number. Example: BUS 206M for Medical Secretarial.

Speed requirements should be based on requirements by local personnel offices. The speeds included in the syllabi were determined by the Advisory Committee and should be adjusted to meet local requirements.

BUSINESS 208 SHORTHAND DICTATION AND TRANSCRIPTION III

I. DESCRIPTION OF COURSE:

The student will continue to build speed and develop skill in taking dictation and transcribing material appropriate to an office. Emphasis will be on accuracy, skill and vocabulary.

II. COURSE OBJECTIVES:

Given the materials presented in this course, the student will:

1. Review the major principles of Gregg shorthand.
2. Develop further his/her ability to construct, from dictation, outlines for words that are unfamiliar to him/her.
3. Strengthen his/her ability to spell and punctuate.
4. Develop dictation and transcription techniques and attitudes that will enable him/her to work efficiently and comfortably under office conditions.
5. Take dictation in a Gregg-ruled shorthand pad at a minimum rate of 90 WAM for five minutes and transcribe at the typewriter with a minimum of 95% accuracy. This will be done three times.
6. Take dictation in ink in a Gregg-ruled shorthand pad at a minimum rate of 80 WAM on average length (2 to 3 minutes) letters and transcribe with 100% accuracy.
7. Type and define words dictated to increase the student's business vocabulary.

III. COURSE OVERVIEW:

A. Speed development in the laboratory
B. Speed development in the classroom
C. Typewritten transcription

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. Two-three (2-3) class hours per week; two-three (2-3) laboratory hours per week
C. Prerequisites: Shorthand Dictation and Transcription I, II

V. EVALUATION:

Evaluation is based on the completion of stated objectives. Points considered in evaluation include:

1. Mailability of letter
2. Production ability (quantity and quality)
3. Speed and accuracy progress
4. Applying skills and attitudes to office situations

The final grade will be based on:

1. Speed dictation transcripts
2. Mailable letters
3. Homework and spelling

Competency	Content Outline	Activity Experience	Evaluation
	BASIC ASSIGNMENT: The student will copy twice each homework assignment and read the notes aloud in class. The student will complete one lesson per day as assigned in the workbook (if applicable). The instructor will dictate correlated letters from the instructors' manual.		
	I. Review of Shorthand Principles and Transcription Techniques		
Review of shorthand principles and transcription techniques.	A. Brief forms and derivatives	Review only.	Review only.
	B. Words and phrases		
	C. Word beginnings		
	D. Word endings		
	E. Word families		
	F. General word building principles		
	G. Tips for taking notes		
	H. Transcription practice		

Competency	Content Outline	Activity Experience	Evaluation
	II. Speed Development (Laboratory)		
Take dictation from tapes correlated with the textbook at speeds from 90 WAM up.		The instructor will demonstrate to the students the operation of the console.	The instructor will observe the students.

Competency	Content Outline	Activity Experience	Evaluation
	III. Speed Development (Dictation by instructor)		
Take from dictation five-minute takes consisting of 500, 550 and/or 600 words.	A. Unfamiliar material 1. Vocabulary review 2. Technical word study B. Material graded according to syllabic intensity (1.00 - 2.00)	The instructor will dictate from a five-minute take using any of several dictation plans, such as minute-step, 3 x 4 or inverted pyramid.	The instructor will ask for a show of hands to indicate those students who successfully completed each part of the take. Selected students will read aloud from the final take.

Competency	Content Outline	Activity Experience	Evaluation
	IV. Typewritten Transcription		
A. Take dictation at the rate of 90, 100, 110 and/or 120 WAM for three minutes and transcribe the dictation at the typewriter within 30 minutes. This will be done three times.	A. Speed takes	A. The instructor will dictate at the rate of 90, 100 and/or 110 WAM from new matter consisting of approximately 300, 330, and 360 words.	A. Transcripts will be submitted and evaluated for accuracy on the basis of spelling, punctuation and accuracy of the transcript compared with the original. Transcripts with 95% accuracy will pass. The student must pass three takes at a speed before progressing to the next higher speed. 120 WAM = A 100 WAM = C 110 WAM = B 90 WAM = D
B. Take from dictation and transcribe, in correct letter style, short letters. 100% accuracy will be expected.	B. Mailable letters	B. A series of four short letters, including inside address, will be dictated at 80 words a minute once a week for ten weeks	B. Letters will be checked for spelling, punctuation and accuracy of transcripts. Letters that are 100% accurate or letters containing errors which do not change the meaning of the letter will be considered mailable. Cumulative mailable letters will be graded: 31 - 40 = A 13 - 20 = C 21 - 30 = B 10 - 12 = D
C. Type 25 dictated words and define five.	C. Vocabulary	C. The instructor will dictate 25 words chosen from the lessons for a week.	C. Tests will be graded deducting four for each error.

Competency	Content Outline	Activity Experience	Evaluation
	V. Attitude		
Display of proper office attitudes.	A. Mature attitude toward criticism	Role playing to demonstrate each attitude listed.	Given an office situation, the student will display the appropriate attitude. (Observation by instructors and students.)
	B. Possess an open mind	Observation and critiquing by instructor and students.	
	C. Courtesy	Case studies relating to attitudes.	
	D. Sense of humor		
	E. Confidence		
	F. Organization		
	G. Discipline		
	H. Thoroughness		
	I. Mentally alert		
	J. Efficiency		
	K. Follow-up		

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Bowman, Wallace B. and Mary Ellen Oliverio. Shorthand Dictation Studies. Cincinnati: South-Western Publishing Company, Current Edition. (Grades 9-12)

Leslie, Louis A. and others. Gregg Shorthand for Colleges: Transcription. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Student's transcript, workbook & key, instructor's handbook, cassette tapes.)

2. Periodicals

Business Education Forum. National Business Education Association, Dulles International Airport, Box 17402, Washington, DC, 20041. (Monthly - October-May; $15 per year.)

Business Education World. McGraw-Hill Book Company, 1221 Avenue of The Americas, New York, NY, 10020. (Bimonthly: Free to business educators.)

International Review for Business Education. (In English, French, German, Italian and Spanish.) International Society for Business Education, Chemin de la Croix, 1052 le Mont-Sur-Lausanne, Switzerland. (Semiannual: 25f.)

Journal of Business Education. Heldref Publications, 4000 Albemarle Street, NW, Washington, DC, 20016. (Monthly: October-May; $15 per year.)

The Secretary. National Secretaries Association, 2440 Pershing Road, Kansas City, MO, 64108. (Monthly: $7 per year.)

Today's Office. National Research Bureau, 211 North LaSalle Street, Chicago, IL, 60601. (Monthly - A newsletter for office workers.)

Today's Secretary. Gregg Division, McGraw-Hill Publishing Company, 1221 Avenue of the Americas, New York, NY, 10020. (Monthly: $5 per year.)

3. Audiovisual Aids

Dictation tapes, records and transparencies

Leslie, Louis A. and others. Gregg Dictation and Transcription: Individual Progress Method. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

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Gregg, John R. and others. Gregg Shorthand Dictionary, Diamond Jubilee Series. New York: McGraw-Hill Book Company, Current Edition.

Leslie, Louis A. 20,000 Words: Spelled and Divided for Quick Reference. New York: McGraw-Hill Book Company, Current Edition.

Silverthorn, J. E. and Devern J. Perry. Word Division Manual. Cincinnati: South-Western Publishing Company, Current Edition.

b. Associations

Executives' Secretaries, Incorporated, 203 Dixon Building, 2188 Highland Drive, Salt Lake City, UT, 84106.

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c. Handbooks and Manuals

Doris, Lillian and Bessie M. Miller. Complete Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice-Hall, Incorporated, Current Edition.

Sabin, William A. The Gregg Reference Manual. New York: McGraw-Hill Book Company, Current Edition.

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1. General

Alpha XI Chapter, Delta Pi Epsilon. *Drills to Improve Teaching Transcription*. New York: Hunter College, Current Edition.

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Grubbs, Robert L. and Estelle L. Popham. *Gregg Shorthand for Colleges: Speed Building*. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Student's transcript, workbook & key, instructor's handbook, cassette tapes.)

Jester, Donald D. *The Shorthand Transcription Process and Its Teaching Implications*. Monograph 108. Cincinnati: South-Western Publishing Company, Current Edition.

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Leslie, Louis A. and Charles E. Zoubek. *Dictation for Mailable Transcripts*. New York: McGraw-Hill Book Company, Current Edition.

________. *Transcription Dictation*. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Cassette tapes.)

Popham, Estelle L. and others. *A Teaching-Learning System for Business Education*. Chapter 10, "Shorthand." New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

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Leslie, Louis A. and Kenneth B. Coffin. Handbook for the Legal Secretary. New York: McGraw-Hill Book Company, Current Edition.

Kurtz, Margaret and others. 10,000 Legal Words: Spelled and Divided for Quick Reference. New York: McGraw-Hill Book Company, Current Edition.

Zoubek, Charles E. Progressive Dictation with Previews. New York: McGraw-Hill Book Company, Current Edition.

4. Technical

Adams, Dorothy and Margaret Kurtz. The Technical Secretary: Terminology and Transcription. New York: McGraw-Hill Book Company, Current Edition. (Related materials: Workbook, instructor's manual and key, reel-to-reel tapes.)

APPENDIX

EXAMPLE ONLY

CENTRAL PIEDMONT COMMUNITY COLLEGE

Course Number and Title: Dictation and Transcription III

Credit Hours: 4 Lecture: 3 Lab: 2

Prerequisites: Shorthand Dictation and Transcription I and II or approval of instructor

Course Objectives:

Upon completion of Dictation and Transcription III, the student will:

1. Transcribe three 3-minute takes dictated at 110 wam with a minimum of:

    95- 96% accuracy - C
    97- 98% accuracy - B
    99-100% accuracy - A

2. Transcribe a minimum of 21 letters in mailable form. To earn a grade for this particular objective, the following scale will be used:

    21-27 mailable letters - C
    28-35 mailable letters - B
    36-50 mailable letters - A

    Transcription time should be 6 minutes for each letter dictated. In addition, 5 minutes should be allotted for the student to go to the typewriter and organize the work area. One carbon of each letter will be made and an envelope will be typed.

3. Show evidence of being able to write all brief forms perfectly and without hesitation and write in shorthand any word in the English language.

Textbook:

Bowman, Wallace B. and Mary Ellen Oliverio. Shorthand Dictation Studies. Third (Jubilee) Edition. South-Western Publishing Company, Cincinnati, Ohio, 1966.

Other Instructional Materials:

Pens, shorthand notebook pads, typewriting paper, carbon paper, envelopes (large and small), erasers, cassette players, tapes.

Method of Instruction:

The class meets with the instructor three days a week for mailable letters and 3-minute takes. The remaining two days are to be used by the student to obtain additional practice by using the Dial Access System and the speed-building tapes that are stored in the Secretarial Laboratory.

DICTATION AND TRANSCRIPTION III

HOMEWORK ASSIGNMENT SHEET

You will complete fourteen studies from SHORTHAND DICTATION STUDIES by Bowman and Oliverio, South-Western Publishing Company. Each part of each study is to be done the indicated number of times. Label each part of your assignment clearly. Staple the appropriate cover sheet in front of each study.

Each study is composed of five parts.

Part 1 on basic skills is a brief form or theory review and a long article in shorthand. You are to study the word review and read the article first, then write two lines of each word and copy the shorthand plates in the article once in shorthand.

Part 2 is a short article written in print on business information. Write two lines of each work in the vocabulary preview, then write the shorthand for the longhand in the article once.

Part 3 is business correspondence. Some of the letters are written in shorthand and some in longhand. Each has a preview of some of the more difficult words. Write two lines of each word in the preview. Read and copy twice the letters written in shorthand, and write twice the shorthand of those written in print.

Part 4 has to do with business practices. Write two lines of each word in the preview and write the shorthand for the printed article once.

Part 5 is a progress check-up with no preview. Write the shorthand for the printed letter twice.

After you have completed each study, assemble your work in proper sequence; then staple the cover sheet for that particular study on the front of each study. Opposite each part of the study, under the column labeled student, insert the date you completed the part. Hand each study in to your instructor as you complete it.

You will complete Studies 27 through 40.

In addition, other speed-building devices may be used at the discretion of the instructor. Some time is given to theory review, spelling, punctuation, word usage and letter styles. During the course the finishing touches are placed on the letter in usable form with the first attempt. The student will produce from dictated notes of unfamiliar material a letter that is correct in all respects, with a carbon copy and an envelope.

Assignments:

The students complete Studies 27 through 40 from the textbook according to instructions given at the beginning of the quarter. (See attached Homework Assignment Sheet)

Laboratory Work:

The students take dictation from 11 tapes and transcribe the letters. Each student checks the transcripts against the solutions manual in the laboratory and then submits them to the instructor.

The students take dictation for two hours a week during the quarter from Dial Access. This dictation is not transcribed but is used mainly for speed-building purposes.

RCC SECRETARIAL SCIENCE DEPARTMENT
SKILLS STANDARD

STANDARDS

Dictation and Transcription III

BUS 208

Grades are based on the following scale:

25% Grade	Words per minute for 5 minutes with 98% Accuracy
A	120
B	110
C	100
D	90

75% Mailable Transcripts

ELEMENTS THAT MAKE FOR MAILABILITY OF LETTERS*

I. General Appearance

1. Good margins
2. Regular type impressions resulting from good rhythm
3. Good erasures
4. No fingerprints, smudges, or other marks on the paper
5. No strikeovers

II. Spelling

A single misspelled word, even though corrected, will make the finest letter unmailable; therefore, be sure of your spelling.

III. Names and Figures

1. Special attention should be given to the inside address--people do not like to have their names misspelled.
2. Be sure that you are familiar with names used in the body of the letter. You are justified in asking your employer concerning names with which you are not familiar.
3. A single error in a word will make the letter unmailable.

IV. Punctuation

Although a letter is still mailable even though the punctuation does not live up to the best authority, any punctuation that changes or does not make sufficiently clear the intent of the dictator makes the letter unmailable.

V. English

The violation of any well-established grammatical principle makes your letter unmailable. The fact that the dictator made an error when dictating the letter does not permit you to repeat the same error.

VI. Context

Most employers will allow a certain amount of freedom in transcribing dictation. However, you cannot change the meaning of the sentence.

VII. Word Division

Any major violation of good rules for word division will make your letter unmailable.

VIII. Capitalization

The more important and generally accepted rules in capitalization must be observed.

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*Developed by Secretarial Science Department, Central Piedmont Community College, Charlotte, North Carolina.

PUNCTUATION-RULES MOST USED IN BUSINESS COMMUNICATIONS*

Commas

1. Separate the parts of a compound sentence connected by a coordinate conjunction (and, but or nor) with a comma.

    a. Jack is my older brother, and Jill is my younger sister.

    b. The weather in the northwest portion of the country has been quite wintery, but we have had only warm weather.

    c. The United States must remain strong in its economic policy, or the entire world might suffer a great depression.

2. An introductory adverbial clause beginning with when, as, after, etc., is set off from the main clause by a comma. (If the adverbial clause follows the main clause in its natural order, the comma is omitted.)

    a. When you have finished your term paper, you may help John with his homework.

    b. After Jack had planted the garden, he watered it thoroughly.

    c. As you have already had many of the courses required, you may receive credit by examination.

3. Use commas to separate the parts of dates and addresses.

    a. Thursday, June 15, 1970

    b. Route 2, Box 215, Whynot, NC 20209

4. Long introductory phrases and those containing a gerund, participle or infinitive are usually followed by a comma. Some grammerians say that an introductory phrase of fewer than five words does not need a commas following it. Sometimes the use of the comma here is optional if the reading is not diffcult to understand.

    a. In thirty-two years of teaching in public schools, she had not been absent a day. (long)

    b. Before retiring, he read for an hour. (gerund)

    c. During the day he worked diligently. (short, no comma needed)

*Developed by Secretarial Science Department, Central Piedmont Community College, Charlotte, North Carolina.

5. Words, phrases and clauses when used in a series, are separated by commas.

    a. I used butter, sugar and eggs in this recipe

    b. I measured the sugar, creamed the butter, and beat the eggs before mixing them.

6. Use commas to set off parenthetical elements. Parenthetical elements may include the following:

    a. Expressions such as however, nevertheless, in the first place, on the other hand, for example.

    b. Non-restrictive clauses or phrases--those that add information but are not necessary to the meaning of the sentence. When a clause is begun with who or which, it is usually non-restrictive.

    c. Nouns in apposition or direct address.

        1. Mr. Smith, our biology teacher

        2. And so, Mr. Smith, we shall, etc.

Semi-Colons

1. Use semi-colons between main clauses of a compound sentence when the conjunction is omitted.

    Today I shall work hard; tomorrow I shall rest.

2. Use a semi-colon between main clauses of a compound sentence when the conjunction is used if commas are used within the elements of the compound sentence.

    As I have a great deal of work to do today, I shall work hard; but tomorrow I shall rest.

3. Use semi-colons before such expressions as namely, that is, as, i.e., when these words introduce an enumeration of several items, or an illustration that is a complete clause.

    In order to complete our task on time we shall have to do many things; namely, organize each part of the task, assign each member one thing to do; and proceed with caution.

Colon

1. Use after salutation of a letter if mixed punctuation or closed punctuation is used.

2. Use after a formal introductory statement.

At Gettsyburg President Lincoln gave his famous address: Four score and seven years ago, our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that all men are created equal. Now we are one . . . .

3. Between hours and minutes as 3:30 p.m.

Numbers

1. Use words for numbers ten and under. Use figures for numbers above ten.

   He has only one day left before the paper is due.

   There will be a holiday period of 31 days.

2. If the number is the first word in a sentence, spell it in words.

   Thirty-one days is the length of the holiday period.

3. Use figures for the following:

   a. Day of month when it follows name of month, as June 10.

      Do not use the d, or nd after numbers.

   b. House numbers, as 1265 Chestnut Street.

   c. Street numbers above ten, as 35th Street.

   d. Sums of money, as $10 (no decimal, no zeros), $10.50, 5 cents (not $ .05)

   e. Percentages, as 5 percent (not 5%)

   f. Serial and model numbers, as Model No. 158246, Serial No. 11358. (no commas)

   g. Exact age, as: She is 100 years old. But approximate age is expressed by words, as about one hundred years old.

   h. Dimensions, as: The room is 12 by 15.

   i. Distances, as: Louisville is 115 miles from Bowling Green.

   j. Temperature, as 10°.

   k. Time, as: It is 4:30 p.m. But when o'clock is used, use words as:

      It is four o'clock, use words.

   l. Pages of books, as: The quotation is on page 8.

   m. Decimals and mixed numbers, as 1 1/2, 1.33, 0.13, .003.

Spacing in Typewritten Communications

1. Space twice after the period, question mark, exclamation point.
2. Space twice after a colon within a sentence.
3. Space once after a comma, semi-colon, a final quotation mark, an apostrophe at the end of a word, a right parentheses or bracket.
4. Space once between a whole number and a fraction when you use the diagonal and make your own fractions, as 1 1/3.

Order of Punctuation with Quotation Marks

1. At the end of a quotation, the period and comma are always placed inside the quotation mark.
2. The question mark and exclamation point or a dash is placed outside the quotation mark if it punctuates the entire sentence.
3. The question mark, exclamation point or dash is placed inside the quotation if it punctuates only the quotation.

Capitalization

Do Capitalize

1. Proper names
2. Members of national, political, religious, regional groups, as American, French, Republican, Communist, Southern, Methodist.
3. Geographical, as Atlantic Ocean, Ohio River, Mecklenburg County.
4. Organizations, as American Cancer Society, The United Nations, Alpha Sigma.
5. Streets, Buildings, Ships, Trains, etc. as North Tryon, Independence Building, Queen Mary, Dixie Flyer.
6. Historical periods, documents, etc., as The Civil War, The Constitution.
7. Calendar days and months, special events, as Monday, Tuesday, January, February, Christmas, Thanksgiving Day.
8. Diety and Scriptures, as God, Johovah, Holy Trinity, Old Testament.
9. Abbreviations if the words abbreviated are capitalized as FBI, WAC, but not mph.

10. Titles preceding proper names, as Mr. Brown, Judge McMillian, Aunt Meb, Cousin Sam (In family relationships, capitalize when followed by name, but not when preceded by possessive pronouns, as Brother Bill, or my brother Bill).

11. Capitalize such words as club , lake, river, building, street, county, etc., only when they are an essential part of a proper name. Be careful not to over-use capitals.

12. Capitalize the first letter of each word in the title of books, plays, etc., except articles and short prepositions and conjunctions.

13. First word after a colon when the colon introduces a complete passage or sentence.

14. First words of a long quotation.

Do not capitalize

1. Club, school, building, etc., unless they are essential parts of proper names.

2. Directions, as southeast, northwest, etc.

3. Course names unless followed by a number or derived from a proper name. I like history. I am taking HIS 105. He is learning English.

4. Seasons, as, It is time to plant a fall garden.

Hyphens are used:

1. To indicate word division at the end of a line.

2. Between two or more words that serve as a compound modifier of a noun. When such a compound adjective follows a noun, the words are not hyphenated.

3. With prefixes as ex, self.

4. Compound numbers written as words, fifty-first anniversary.

5. When several hyphenated compound words have a common noun and the common word is omitted in all but the last compound word, use the hyphens thus: second-, third-, and fourth-floor apartments.

6. Do not divide the second part of a compound word when a prefix (such as self, ex, etc.) is used; self-controlled, ex-officio.

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Figure 10.9 Checklist for identifying problems during typewriting transcription

Week of ________, 19___ ______________________________

Name of Student

Reel Number

Identification and correction errors					
Proofreading	____	____	____	____	____
Erasing	____	____	____	____	____
Corrections	____	____	____	____	____
Letter style and placement					
Placement on page—horizontal	____	____	____	____	____
Placement on page—vertical	____	____	____	____	____
Attention line	____	____	____	____	____
Subject line	____	____	____	____	____
Syllabication at end of line	____	____	____	____	____
Machine manipulation					
Crowding	____	____	____	____	____
Spreading	____	____	____	____	____
Tabulation	____	____	____	____	____
Ribbon too light	____	____	____	____	____
Keys need cleaning	____	____	____	____	____
Information					
Inside address inaccurate	____	____	____	____	____
Salutation inaccurate for inside address	____	____	____	____	____
Complimentary close	____	____	____	____	____
Initials or enclosures	____	____	____	____	____
Names inaccurate	____	____	____	____	____
Numbers inaccurately written	____	____	____	____	____
English grammar					
Spelling	____	____	____	____	____
Punctuation	____	____	____	____	____
Capitalization	____	____	____	____	____
Syllabication	____	____	____	____	____
Shorthand					
Transcription—incorrect outline	____	____	____	____	____
Context meaning incorrect	____	____	____	____	____
Cannot decipher outline	____	____	____	____	____
Omitted shorthand outline(s)	____	____	____	____	____

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Figure 10.10 Process observation checksheet

Date of Observation __________ ______________________________

Name of Student

Activity	**Yes**	**No**	**Comments by Teacher**
1 Types rhythmically			
2. Keeps eyes on notebook			
3. Syllabicates without hesitation			
4. Handles papers quickly			
5. Handles carbon pack quickly			
6. Wastes no time in erasing and correcting			
7. Utilizes reference sources quickly			
8. Sets up letter form quickly			

Figure 10.12 Form for self-evaluation of transcripts

Blank School

Mailable Letters

Date ______________________, 19____ **Speed of dictation** ______________

Time of transcription ______________ **Words a minute transcribed** __________

Reel no. ____________

Ltr. No.	Total Body	Date	Inside Address	Comp. Close	Carbon	Subject	Attn. Line	Ident. Initials	Enclosure	Envelope	TOTAL

Total mailable words transcribed __________

Add the following points whenever they are used in transcription

Date	5	Attention Line	5
Inside Address	15	Identification Initials	3
Complimentary Close	10	Enclosure	3
Carbon (each)	10	Envelope (each)	25
Subject Line	5		

INSTRUCTIONS: Evaluate your letters and mark as "M" for mailable and "U" for unmailable and list above only those you consider mailable.

Arrange all letters, both mailable and unmailable, in numerical order and staple with this sheet on top and hand in.

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- total of 17 tapes or 34 practice sessions (Sides A and B) are provided
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- each practice session includes the theory presented in a particular lesson (Gregg DJ)
- high frequency words are used to illustrate each theory point
- sentences emphasizing these high frequency words are dictated in sentences and then in a short letter
- speed of dictation allows students to concentrate on the new learning

Suggested uses for tapes:
homework study of new learnings for each lesson; entire lesson can be "reviewed" in 15 minutes
reinforcement of a previously studied lesson
aid for a student who is absent
writing practice of the new learnings from dictation through the use of controlled vocabulary.
theory review in later semesters

Price: $95.00 per set (a copy of the book Shorthand: Reinforcement Material is provided free with each set of tapes purchased).

SHORTHAND: NEW-MATTER DICTATION

- total of 28 tapes or 56 practice sessions (Sides A and B) are provided - 28 of these practice sessions are 20 minutes in length and 28 are 30 minutes in length
- each practice session is graded to a particular lesson (Gregg DJ)
- the purpose is speed development through a controlled vocabulary
- a variety of speed development plans have been utilized
- the speed goals range from one minute at 40 words per minute to three minutes at 110 words per minute
- the length of dictation and speed goals allow flexibility

Suggested uses for tapes:
individualized approach can be utilized for speed building
speed building can be offered after Lesson 5 has been covered
tapes can be used for in-class or out-of-class activities

Price: $150.00 per set (a copy of the book Shorthand: New-Matter Dictation is provided free with each set of tapes purchased).

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SYLLABUS FOR
TERMINOLOGY AND VOCABULARY
BUSINESS, LEGAL, MEDICAL
BUS 183

This syllabus was revised by Dr. R. Jean Overton with assistance from Peggy Ball, Library Technical Assistant and Dr. Vercie M. Eller, Assistant Director, Program Development, Department of Community Colleges. Special word lists for the Appendix were revised by Frank Gourley, Dr. Coy L. Hudson and Roger G. Worthington, Program Development Division. The syllabus was reviewed by the Secretarial Science Competency-Based Curriculum and Advisory Committees. Appreciation is expressed to those who contributed.

INTRODUCTION

This course syllabus is designed for instructional use in business, legal and medical terminology and vocabulary and includes general information on terminology and vocabulary as well as emphasis in these special areas.

The Bibliography contains books and references for general and specialized use.

The Appendix includes phonics information to be used by students and instructors, general and special word lists and definitions of words.

This course may be taught as a separate course with emphasis in business, legal *or* medical terminology and vocabulary; or may be taught as one course with the instructor providing individualized learning experiences for students based on their special field of study.

BUS 183 TERMINOLOGY AND VOCABULARY

BUSINESS, LEGAL, MEDICAL

I. DESCRIPTION OF COURSE:

BUS 183 Business Terminology and Vocabulary

The student will develop proficiency in spelling, definitions, word usage, terminology and use of the dictionary as used in business, technical and professional offices.

BUS 183 Legal Terminology and Vocabulary

The student will develop proficiency in spelling, definitions, word usage, terminology and use of the dictionary as used in legal offices.

BUS 183 Medical Terminology and Vocabulary

The student will develop proficiency in spelling, definitions, word usage, terminology and use of the dictionary as used in medical offices.

II. COURSE OBJECTIVES:

Given the materials as presented in this course syllabus, the student will develop:

1. A basic understanding of the language used in his/her chosen specialty field.
2. The ability to correctly pronounce and spell words used in his/her chosen specialty field.
3. The ability to use the dictionary.
4. The ability to expand one's vocabulary.

III. COURSE OVERVIEW:

A. Phonics
B. Spelling of words
C. Parts of speech
D. Special words - homonyms, synonyms, antonyms, abbreviations, capitalization
E. Language growth
F. Words related to occupations

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. Two-three (2-3) class hours; zero-two (0-2) laboratory hours per week
C. No prerequisite

V. EVALUATION:

Evaluation will be based on the completion of statedobjectives and demonstrated competency and should include one or more of the following:

A. Midterm and final objective-type test
B. Midterm and final discussion-type test
C. Combination of A and B
D. Laboratory experiences (if applicable)
E. Special project(s)

COMPETENCIES FOR

TERMINOLOGY AND VOCABULARY

BUSINESS, LEGAL, MEDICAL

Knowledge of phonics to the extent that principles can be used in pronunciation.

How to use a dictionary as a pronunciation guide, spelling aide and definition source.

How to apply phonics to spelling.

Knowledge of spelling rules - phonetics and nonphonetics.

Knowledge of words that are often mispronounced, misspelled and misused.

Ability to identify what part of speech a word is through knowledge and/or by use of the dictionary.

Understanding of homonyms, synonyms and antonyms.

Knowledge of appropriate use of abbreviations, titles and captials.

Knowledge of various sources contributing to language growth.

Ability to expand one's vocabulary.

Knowledge of terminology and vocabulary utilized in various business and industry occupations.

Competency	Content Outline	Activity Experience*	Evaluation
	I. Phonics		
Knowledge of phonics to the extent that principles can be used in pronunciation. How to use a dictinary as a pronunciation guide, spelling aide and definition source.	A. Understanding phonics 1. Basic elements of phonics 2. Using phonics as tool for pronunciation	Define basic elements of phonics and its importance in terminology and vocabulary.	Given the appropriate information, the student will demonstrate knowledge of phonics and application to principles of pronunciation and use of a dictionary.
	B. Pronunciation 1. Application of phonics to pronunciation 2. Use of dictionary as pronunciation guide	Phonetics - Science of speech sounds considered as elements of language. Plan exercises in which student can utilize dictionary. Refer to Appendix A for information on phonics.	
	C. Use of Dictionary 1. How to use the dictionary 2. How to find words 3. Definition of words 4. Understanding diacritical marks (review)		

*This course requires memorization and practice drills.

Competency	Content Outline	Activity Experience	Evaluation
	II. Spelling of Words		
Apply phonics to spelling.	A. History of English spelling (Refer to rules in phonics)	Study spelling rules	Given objective-type and oral examinations, the student will demonstrate the ability to spell and the application of phonics to spelling.
Knowledge of spelling rules - phonetic and nonphonetic.	B. Application of phonics to spelling	Spelling practices and drills - oral and written	
	C. Rules of spelling that are non-phonetic*	Types of spelling errors - sound, meaning, carelessness, unique spelling, application of appropriate rules and exceptions to common rules.	
		Refer to Appendix A for information on phonics.	
		History of spelling - Refer to spelling texts or handbooks on current English such as Prentice-Hall Handbook for Writers "Spelling" by Glenn Legget and others, Prentice-Hall, Inc., Englewood Cliffs, New Jersey. Refer to Bibliography - General.	
		List of words are included in Appendix.	

*May want to use Section IV-A since there is overlap in spelling and word structure.

Competency	Content Outline	Activity Experience	Evaluation
	III. Base for Pronunciation and Spelling (Review & Summary)		
This section is a review and summarization of pronunciation and spelling.	A. Relationship of pronunciation to spelling	Oral and written exercise emphasizing pronunciation and spelling.	Given the appropriate information, the student will be able to spell and pronounce words using the proper techniques with 100% accuracy.
Knowledge of words that are often mispronounced, misspelled and misused.	B. Use of dictionary in spelling and pronunciation	Exercises on using the dictionary.	
	C. Mispronounced and misspelled words	Refer to Appendix A for information on phonics.	
	D. Words having two pronunciations or spellings	Lists of words are included in the Appendix	
		Assign a certain number of often mispronounced, misspelled and misused words to study each week and give quiz to determine student's knowledge.	

Competency	Content Outline	Activity Experience	Evaluation
	IV. Parts of Speech		
Identification of what part of speech a word is through knowledge and/or by use of the dictionary.	A. Word structure* 1. Nouns a. Pluralizing (1) Nouns ending in y, ys, and ies (2) Nouns ending with a silibant sound (3) Nouns ending in f or fe, fs, fes or ves (4) Nouns ending in o, os, or oes (5) Compound nouns (6) English or foreign plurals b. Possessives (1) Singular nouns (2) Singular compound nouns (3) After abbreviations (4) Individual or joint (5) Plural nouns (a) Regular nouns (b) Irregular nouns (c) Compound nouns c. Adding endings (1) Nouns ending in silent letter (2) Nouns ending in a consonant	Exercises using the correct parts of speech, prefixes, suffixes and compound words. Examples: Choose correct pronouns Formation of possessive - nouns, pronouns Correct formation and use of titles and abbreviations Nominalization of a word form Identification of root words Word lists in the Appendix Addition of appropriate prefix or suffix to a word	Given the appropriate information, the student will be able to apply proper use of nouns, pronouns, verbs, adjectives and adverbs in office situations. Given an objective-type test, the student will be able to properly use prefixes, suffixes and compound words.

*Units previously covered in Section II - Spelling should be omitted or included for review.

Competency	Content Outline	Activity Experience	Evaluation
	(5) -ance, or -ence -ary, -ory, ery or -ety (6) Final letter in the base word (7) Shun sound 2. Pronouns a. Pronouns agreement with antecedents b. Choice of pronouns (1) Nominative case (2) Objective case c. Compound pronouns and similar words d. Possessive pronouns and similar words 3. Verbs a. Tenses of regular verbs (1) Adding tense endings (2) Verbs ending in a consonant b. Tenses of irregular verbs 4. Adjectives and adverbs a. Forming adverbs b. Forming adjectives (1) Spelling irregularities (2) Pronunciation as a guide (3) Adjective endings (4) Using a hyphen c. Making comparisons		

Competency	Content Outline	Activity Experience	Evaluation
	B. Word studies 1. Root words a. Root or "base" - basic part of a word b. Latin c. Greek 2. Prefixes and suffixes a. Prefix - Fixed "before" a root; combination of letters placed before a word or root to modify meaning of original word b. Examples of prefixes: *a, ac, ad, avt, anti, ante, bene, bi, col, con, de, di, dis, ex, for, fore, in, inter, intra, intro, im, mis, ob, over, per, post, pro, pur, re, sub, sup, super, trans, un, under* c. Suffix - Fixed "after" a root - combination of letters placed after a word or word root to clarify the meaning of the word or to indicate person, number, tense, mood, etc. d. Examples of suffixes: *able, age, al, ant, al, ance, ary, el, en, ence, ent, er, ery, ful, ible, in, ise, ity, ize, le, ness, om, on, or, ory, ous, sion, tion, ual*		

Competency	Content Outline	Activity Experience	Evaluation
	3. Compound words a. Consists of two or more other words b. Written as one word, two words or as a hyphenated word c. Examples: businessperson, attorney general, thirty-six, etc.		

Competency	Content Outline	Activity Experience	Evaluation
	V. Special Words		
Understanding of homonyms, synonyms and antonyms. Knowledge of appropriate use of abbreviations, titles and capitals.	A. Homonyms 1. Words that sound alike, but have different meanings and spellings 2. Examples: berth, birth; capital, capitol; carat, carrot B. Synonyms 1. Words related in meaning but do not sound alike 2. Examples: begin, commence; more, additional; expect, anticipate; partner, colleague C. Antonyms 1. Words directly opposite in meaning 2. Examples: hot, cold; black, white D. Abbreviations E. Names and personal titles 1. Formal 2. Informal F. Capitalization	Exercises using homonyms, synonyms and antonyms. Exercises emphasizing abbreviations, capitals and use of titles. Zip codes and states. Word lists in Appendix.	Given an oral or objective-type examination, the student will be able to choose the correct homonym, synonym or antonym. Given an oral or objective-type examination, the student will be able to correctly use abbreviations, capitals and titles.

Competency	Content Outline	Activity Experience	Evaluation
	VI. Language Growth		
Knowledge of various sources contributing to language growth. Ability to expand one's vocabulary.	A. Contributions to language from other sources 1. Business and industry a. Computer b. Music c. Space d. Other 2. Subcultures a. Drug culture b. "Hippies" c. Sports d. Other B. Expanding the vocabulary (How to) 1. Unconscious ways (a) Way you are taught (b) Environmental influences (c) Everyday experiences 2. Conscious ways (a) Use of context to determine definition (b) Using the dictionary (c) Analyzing words (look for prefixes, suffixes, root words, parts of speech, if word is compound) (d) Reading, listening, studying	Have students report on a business/industry or subculture in terms of its contribution to language growth. Discuss and plan exercises for students on how to expand their vocabulary.	The student will report on (oral or written) contribution to language growth by a business, industry or subculture. The student will discuss means in which he/she has expanded his/her vocabulary.

Competency	Content Outline	Activity Experience	Evaluation
	VII. Words Related to Occupations		
Knowledge of terminology and vocabulary utilized in various business and industry occupations. (Special emphasis on student's career objective.)	A. Accounting B. Advertising C. Agriculture (agri-business) D. Banking and Finance (investments, stocks, bonds) E. Communication F. Data Processing G. Economics H. Education I. Government J. Insurance K. Legal (law, courts, etc.) L. Management M. Marketing, distribution, retail, sales N. Medical O. Printing and publishing P. Real Estate Q. Transportation 1. Air 2. Land 3. Water R. Other occupations and interests	Prepare word lists related to various occupations for students to review and learn.	Given the appropriate information, the student will demonstrate knowledge of terminology used in various business occupations with special emphasis on his/her chosen career objective.

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APPENDIX A

Agriculture

AGRICULTURE WORD LIST

alignment
mechanical
transmitting
horizontal
simultaneously
eradicator
semiautomatic
sprocket
distributor
terminal
petroleum
diesel
electron
accumulation
characteristics
polarization
perpendicular
volumetric
velocity
uniformity
conveyor
eliminate
ignition
electromagnetism
anhydrous
aluminum
efficiency
economical
interchangeable
penetration
intermittently
pneumatic
faherenheit
fulcrum
thermostat
antioxidant
dispersant
classification
fundamentals
nonferrous
secondary
concentrated
generators
concentration
triangular
nonmagnetic
polarization
ammonia
torque
differential
maneuverability
hydraulic
individual
turbulence
splines
vaporizing
centrifugal
oscillation
concave
circulation
electrolyte
depreciation
substantial
magnets
conjunction
calculating
distillate
thermosiphon
calibration
components
modification
enumerate
adaptability
methane
reservoir
glycol
vacuum
inertia
kinetic
convex
performance
granulated
simultaneous
impulse
conventional
assumption
agitator
facilitate
carburetor
dynamometer
viscosity

AGRICULTURE WORDS/DEFINITIONS

1.	Arcaricide	A chemical employed to kill and control mites and ticks,
2.	Acid Equivalent	The number of pounds of active chemical in a specific quantity of chemical.
3.	Acid Soil	A soil with an acid reaction (below pH 7.0).
4.	Alkaline Soil	Any soil that is alkaline is reaction (above pH 7.).
5.	Automation	Increased use of machinery for purpose of increasing per man productivity.
6.	Bottom Plows	Plows used to turn over soil. a. Moldboard plow = Pulled into ground by suction of plow and turns soil by means of a metal point and wing. b. Disk Plow = Pushed into ground by weight of plow and by angle of disk. A metal disk turns the soil.
7.	Breed	A group of animals that result from breeding and selection and which have distinguishable characteristics. They descend from common ancestory.
8.	Breeder	One who is in the business of raising and selling breeding stock.
9.	Bush and Bog	A heavy type of disk harrow used to condition soil that is heavily infested with grass, weeds and crop residue.
10.	Bush-hog	A rotary cutter used to clip stalks, weeds and bushes off at ground level.
11.	Carcass	The major portion of a meat animal remaining after slaughter,
12.	Chemicals - commonly used	a. 2,4-Dichlorophenoxyacetic acid (2,4-D) = A selective herbicide used as a killer of broad leaf weeds. b. Simazin = A pre-emergence herbicide used for controlling weeds in corn. c. Atrazine = A pre-emergence herbicide used for controlling weeds in corn. d. Karmex = A pre-emergence herbicide for controlling grass in cotton. e. Treflan = A pre-emergence herbicide for controlling weeds in cotton - must be incorporated into soil. f. Dowpon = Herbicide for controlling Johnson grass, Bermuda grass. g. Malathion = Insecticide h. Parathion = Insecticide i. Chlorodane = Insecticide j. Methyl Bromide = Soil sterilant k. Atlacide = Herbicide & soil sterilant l. Seven = Insecticide
13.	Chromosome	A carrier of genes.
14.	Combine	Mechanical device used to harvest a crop. May be self-propelled or propelled by a tractor. Each crop requires a special type of combine.
15.	Crossbred	An animal whose parents are of different breeds.

16.	Dam	The animal's mother.
17.	Denitrification	The biological reduction of nitrate or nitrite to gaseous nitrogen.
18.	Dish harrow	Pulled by a tractor and consists of many individual disks and used to condition the top soil before turning soil and before planting.
19.	Drain tile	Concrete or pottery pipe for water outlets from soil.
20.	Duster	Used to apply granular or solid materials on crops for purpose of controlling insects, weeds and diseases.
21.	Emulsion	A suspension of fine droplets of one liquid in another, such as oil in water.
22.	Erosion	The wearing away of the land surface by running water, wind, or other geological agents.
23.	Ewe	A female sheep of any age.
24.	Farm Mechanization	Trend to increased use of machinery on the farm which has resulted in a tremendous increased productivity per farmer.
25.	Feeder	a. Animals that are raised or sold for the purpose of going into an intensive feeding program. b. Also used to describe the farmer who feeds the animals until slaughter.
26.	Fertilizer	Any organic or inorganic material of natural or synthetic origin which is added to a soil in an attempt to provide plant nutrients.
27.	Fertilizer Terms	a. Analysis—Designates the actual percentage composition of a fertilizer product as determined by a laboratory analysis. b. Brand—A term, design, or trademark used in connection with one or several grades of fertilizer. c. Formula—The amount and grade of fertilizer materials used in making a mixed fertilizer. For example, 600 lbs. of 33.5 per cent ammonium nitrate, 1,000 lbs. of 20 per cent superphosphate, and 300 lbs. of 60 per cent muriate of potash. d. Grade—The minimum garantee of a fertilizer plant nutrient content expressed as whole numbers in terms of total nitrogen (N), available phosphoric acid (P_2O_5), and water-solution potash (K_2O). e. Organic—Organic materials that are not soluable in water.
28.	Field capacity	The moisture content of soil in the field, two or three days after a thorough wetting of a well-drained soil by rain or irrigation.

29.	Friability	The ease of crumbling of soil.
30.	Fumigant	A substance which produces gas, vapor, fume, or smoke intended to destroy insect and other pests.
31.	Fungicide	Any substance that kills fungi or inhibits growth of the spores or hyphae.
32.	Gene	The simpliest unit of heredity.
33.	Genotype	The genetic make-up of an animal. For instance, the genes that cause an animal to be a certain color.
34.	Green Manure	A crop grown for the purpose of being turned under while green for improving the soil.
35.	Heavy soil	A soil difficult to cultivate.
36.	Herbicide	A chemical for killing and controlling weeds.
37.	Hereditability	The degree to which heredity influences a particular trait.
38.	Heredity	A study or description of genes passed from one generation to to the next through sperms and ova.
39.	Humus	Organic matter in the soil.
40.	Hybrid Vigor	The tendency of crossbred offspring to perform better, in ertain traits, than the average of their parents.
41.	Inbreeding	Mating animals that are related.
42.	Infiltration	The downward entry of water into soils.
43.	Insect	A member of the class insecta.
44.	Insecticide	A toxic chemical for killing and controlling insects.
45.	Land Classification	The classification of units of land for the purpose of showing their relative suitability for some specific use.
46.	Leaching	The process of removal of soluble material by the passage of water through the soil.
47.	Meiosis	Cell division during reproductive process. Cell division by reduction division.
48.	Mitosis	Cell division during normal growth of tissue.
49.	Mulch	A loose covering on the surface of the soil. Usually consists of organic residue.
50.	Nitrogen cycle	The sequences of transformation undergone by nitrogen wherein it is used in its different forms by different organism.
51.	PH	The negative logarithm of the hydrogen-ion activity of a soil.
52.	Pans	Layers in soils that are strongly compacted and usually very high in clay content.

53.	Parasite	Any animal or plant that lives in or on and at the expense of another organism.
54.	Pathogenic	Giving origin to disease.
55.	Pedigree	A record of ancestors.
56.	Permanent wilting percentage	The moisture percentage of soil at which plants wilt and will not receive even in a saturated atmosphere.
57.	Plant Pathology	The study of diseases in plants.
58.	Pollinate	To transfer the male pollen grains from the stamen to the female stigma or ovule of a plant.
59.	Porosity	The fraction of the soil volume not occupied by soil particles.
60.	Post emergence herbidide	A chemical applied either before or after weeds have emerged, but after the crop is up and growing. The chemical would not harm the crop but would control the weeds.
61.	Power take off	Power for the equipment is furnished by another piece of machinery directly off the transmission.
62.	Pre-emergence herbicide	A chemical applied to the soil surface prior to emergence of weeds and crop for purpose of controlling them.
63.	Purebred	An animal whose parents are of the same breed.
64.	Ration	A combination of feeds which are fed to livestock to meet nutrient requirements.
65.	Registered	A purebred animal registered by the breed association,
66.	Rumen	The largest of the four stomach compartments in an adult Ruminants. Example, cow.
67.	Saturate	To fill with a liquid all of the voids among soil particles,
68.	Selective Herbicide	A herbicide that when applied as a post-emergence application will kill some plants and not harm other plants. For instance, when 2, 4-D is applied to corn and cocklebrur, the cocklebrur will die and the corn will not be harmed.
69.	Shoat	A pig usually weighing - between 60 and 110 lbs.
70.	Sire	The animal's father.
71.	Smoothing harrow	Consists of many individual spikes and used as a leveling device just prior to planting.
72.	Soil Air	The combination of gases occurring in the soil.
73.	Soil classification	Study of soils, describing their propertier, naming and grouping them systematically.
74.	Soil Incorporation	Incorporating a chemical in the soil by mechanical means for purpose of controlling weeds or microorganisms.

75.	Soil Sterilant	A chemical used to stop or inhibit all plant growth in a soil for a temporary period of time.
76.	Soil Survey	The systematic examination, description, classification, and mapping of soils in an area.
77.	Sprayers	Used to apply liquid materials to crops for purpose of controlling insects, weeds and disease.
78.	Strip Cropping	The practice of growing different types of crops in alternate strips along slopes or across the prevailing direction of the wind.
79.	Sub-soiler	A sharp pointed device used to break the sub-soil crust to allow the sub-surface water better access to the plant roots.
80.	Surfacton	A compound mixed with a herbicide to aid or greatly increase its effectiveness by reducing runoff of the liquid from the plant leaves.
81.	Suspension	A system of solid particles dispersed in a liquid.
82.	Top Soil	The layer of soil moved in cultivation.
83.	Watterlogged	State of being saturated with water.
84.	Water table	The upper surface of ground water.
85.	Weeds	Any plant growing where it is not wanted.
86.	Xerophytes	Plants that grow in dry soils.
87.	Yearling	Cattle that is one year of age but not yet two.
88.	Zygote	A fertilized ovum.

APPENDIX B

Air Conditioning and Refrigeration

AIR CONDITIONING AND REFRIGERATION WORD LIST

canopy
circumferences
louver
radii
rectangle
riveted
splitter
transition
modulator
stabilizers

atomization
centrifugal
baffles
central
thermostats
combustion
condenser
differential
electrodes
impingement

cracking
acceleration
ignition
insulators
faucet
lubrication
pulsations
vibrations
radiation
radiator

refractory
servicing
siphon
solenoid
calibration
turbulence
vaporization
viscosimeter
viscosity

abrasives
absorption
acetylene
adiabatic
alignment
ammonia
anemometer
annealing
baffle

barometer
bourdon
calculations
calibrate
capacitor
capacity
capillary
tetrachloride
centrifugal
colloids

commutator
compression
compressor
condensation
conduction
convection
conversion
crispers
cryogenics
dehumidifiers

dehydrators
dehumidifying
deodorizers
dimensions
dispenser
efficiency
enthalph
entropy

equalizer
evacuating
fahrenheit
foundation
freon
generator
hermetic
humidifiers
humidity
hygrometer

inefficient
infiltration
inspections
lacquer
magnetism
manometer
magnetic
neutralizers
separator
ozone

permalytic
porcelain
psychrometer
ratchet
rectifier
refrigerant
resistance
saturation
thermocouple
thermoelectric

thermometers
thermostat
torque
wrenches

AIR CONDITIONING

1.	Alternate Proposal	The use of alternates is for additions or subtractions from the original proposal.
2.	Architect	A person or company that is responsible for designing a building. He is also responsible to the owner for the construction of the building and all the systems that go into the building.
3.	Bid Bond	Purpose is to bind the surety to a payment to the owner within the face amount of the bond, if the successful bidder does not sign the contract.
4.	Contract	The entire agreement between parties.
5.	Cost-plus Contracts	When there is an emergency or any other condition that requires constructing something in a hurry without time to develop plans for it, a contractor cannot safely make a proposal to build it on a lump-sum basis, so a contract is made between the contractor and owner in that the owner will pay the contractor for the materials and labor necessary for doing the job plus a reasonable fee for overhead and profit. The fee for overhead and profit is usually set up at the beginning as a certain percentage of the job or a fixed-fee.
6.	Day Labor	The owner does the work with his own forces, pays for all labor, all materials furnished, and all expenses of any kind that are required for the completion of the job.
7.	Engineer	A person or company that is usually employed by an architect to design the mechanical systems for a building. These systems are the heating, the air conditioning, the electrical system, etc. He is responsible to the architect to see that these systems are installed properly.
8.	Estimate	This consists of the take-off (list of equipment and items needed for the job) after the items and equipment have been priced.
9.	Joint Venture Contracts	When two contractors join together as one contractor and contract a job with an owner, it is called a Joint Venture Contract for the two contractors.
10.	Liquidated Damages	A fixed sum agreed upon, at the outset of a contractual agreement, as the proper compensation to be paid to the injured party in the event of breach.
11.	Owner	The person or company that is building the building.
12.	Performance Bond	Designed to protect the owner against liabilities and losses caused by acts or failures by the contractor.
13.	Proposal	An offer made by the bidder to the owner in which the former states that he will furnish all material and labor required by the contract documents issued by the latter and that he will do so for the renumeration stated in said proposal.
14.	Quotation	Each major company will send to the contractor prices of equipment that the company makes that will be needed for a job. These prices are called quotations.

15.	Shop Drawings	Shop drawings are drawings made by the contractor that show in detail everything needed in order to execute the work. These drawings are submitted to the architect or engineer for approval before the contractor performs the work.
16.	Specifications	A clear, concise description of what is to be required of the contractor as far as materials and workmanship are concerned.
17.	Sub-Contractor	Denotes an agreement between one contractor and a second one under the terms of which the second undertakes to handle for the first a particular portion of the work which the first has become obligated to perform.
18.	Submittals	The contractor is required to send to the engineer or architect a prepared information sheet on each piece of equipment he plans to use on the job. These materials must be approved by the engineer or the architect. The sheets themselves are called submittals.
19.	Take-off	Preparing a list of items or equipment needed for completing a job. This usually consists of reading a set of plans and specifications and listing all the necessary equipment.
20.	Waiver	Voluntary abandonment, surrender, or relinquishment of a known right or privilege.

APPENDIX C

Automotive

AUTOMOTIVE MECHANICS

1. A.A.A.	American Automobile Association
2. Advance Curve	Reference to the advance line on a graph when the ignition timing is varied by a mechanism sensitive to engine speed and load.
3. Back Lash	The clearance between two parts, such as meshed gears.
4. Ball Joint	A flexible joint utilizing a ball and socket type of construction. Used in steering linkage setups, steering knuckle pivot supports.
5. Bleeding the Brakes	This refers to the removal of air from the hydraulic system.
6. "Blow-by"	A leakage or loss of pressure often used with reference to leakage of compression past the piston ring between the piston and the cylinder.
7. Body Putty	A material designed to smooth on dented body areas. Upon hardening, the putty is dressed down and painted.
8. Bonded Brake Lining	Brake lining that is attached to the brake shoe by an adhesive.
9. Bore Diameter	The cross-section measurement of an engine cylinder.
10. Brake Band	A band, faced with brake lining, that encircles a brake drum. It is used on several parking brake installations.
11. Brake Drum	A cast iron or aluminum housing, bolted to the wheel, that rotates around the brake shoes. When the shoes are expanded, they rub against the inner surface of the brake drum and exert a braking effect on the wheel.
12. Brake Horsepower	A measurement of the actual horsepower an engine develops at its crankshaft.
13. Break-in	The process of wearing in to a desirable fit between the surfaces of two new or reconditioned parts.
14. Cam Angle	The number of degrees the distributor shaft turns while the ignition points remain closed.
15. Camber	Tipping the top of the wheel centerline outward produces 'positive' camber. Tipping the centerline inward at the top produces 'negative' camber. When the camber is positive, the tops of the tires are further apart than the bottom.
16. Cam Ground	Grinding a piston slightly "egg shape" to allow for distortion from heat.
17. Cam Shaft	A shaft with lobes or eccentric "bumps" which operate the valve train.
18. Carburetor	A device for mixing the fuel and air mixture at the correct ratio for all load and speed conditions of the engine.
19. Caster	Tipping the top of the kingpin either forward or to the rear of the car. When tipped forward it is termed 'negative' caster. When tipped towards the rear of the car it is termed 'positive' caster.

20. Centrifugal Advance	A speed-sensitive, ignition timing device operated by the centrifugal force of a rotating shaft.
21. Chassis	Generally chasis refers to the frame, engine, front and rear axles, springs steering system and gas tank. In short everything but the body and fenders.
22. Combustion Chamber	That portion of the engine in which the air-fuel mixture is burned for power.
23. Combustion Efficiency	A measurement of the air-fuel ratio, by weight, during any load or speed condition.
24. Compression Ratio	The difference between the volume of the cylinder with the piston at top dead center and the piston at bottom dead center.
25. Compression Test	A test to determine the ability of the combustion chamber to hold the pressure of the air-fuel mixture when the piston is on the compression stroke.
26. Concentric	Two or more circles so placed as to share a common center.
27. Connecting Rod	The connecting link between a reciprocating piston and its rotary crankshaft.
28. Coolant	A liquid used to cool an internal combustion engine.
29. Detonation	Too rapid burning or explosion of the mixture in the engine cylinders.
30. Differential	A unit that will drive both rear axles at the same time but will allow them to turn at different speeds when negotiating turns.
31. Directional Stability	(Steering) Ability of a car to move forward in a straight line with a minimum of driver control. A car with good directional stability will not unduly be affected by side wind, road irregularities, etc.
32. Distributor	A device which provides for making and breaking the primary ignition circuit and also distributes the resultant high voltage surges to the spark plugs.
33. Drag Link	A steel rod connecting the Pitman arm to one of the steering knuckles. On some installations the drag link connects the Pitman arm to a center idler arm.
34. "Duals"	Two sets of exhaust pipes and mufflers used on engines to allow better scavening of the exhaust gases.
35. Dynamometer	A device which can be connected directly to the engine or upon which a vehicle may be driven to check engine horsepower and performance.
36. En-bloc	One piece; an engine cylinder block cast in one piece.
37. Firewall	Refers to the insulated partition between the engine and the vehicle occupants.

38.	F-Head Engine	An engine having half of the valves in the head and the other half in the block.
39.	"Flat Spot"	A period during engine acceleration, when the air-fuel ratio is too lean and the engine misses.
40.	"Freezing"	When two parts that are rubbing together heat up and force the lubricant out of the area, they will gall and finally freeze or stick together.
41.	"Full House"	An engine which is fully modified and equipped for all-out performance.
42.	Heat Riser	An area, surrounding a portion of the intake manifold, through which exhaust gases can pass to heat the fuel mixture during warm-up.
43.	Hone	An abrasive tool for correcting small irregularities or differences in diameter in a cylinder, such as an engine cylinder or a brake cylinder.
44.	Horsepower	Measurement of an engine's ability to do work; generally accepted as 33,000 foot pounds of work per minute.
45.	Ignition Coil	A voltage step-up transformer which steps up battery voltage high enough to jump the air gap at the plug and fire the air fuel mixture in the combustion chamber.
46.	Ignition Timing	Reference to the number of degrees before top-dead-center before the spark plug fires the fuel-air mixture.
47.	In-line	An engine with the cylinders one behind the other, in a straight line.
48.	Journal	That part of a shaft prepared and finished to take a bearing.
49.	King Pin	A hardened steel pin that is passed through the steering knuckle and axle end. The steering knuckle pivots about the king pin.
50.	King Pin or Steering Axis Inclination	Tipping the tops of the king pins inward towards each other. This places the center line of the steering axis nearer the center line of the tire-road contact area.
51.	Knock	A general term used to describe various noises occuring in an engine.
52.	Low Brake Pedal	A condition where the brake pedal approaches too close to the floorboard before actuating the brakes.
53.	Lug (engine)	To cause the engine to labor by failing to shift to a lower gear when necessary.
54.	Master Cylinder	That part of the hydraulic brake system in which pressure is generated.
55.	Neopreme	A synthetic rubber that is highly resistant to petroleum products, oil, gas, etc.

56.	Octane Rating	A rating that indicates a specific gasoline's ability to resist detonation.
57.	Oil Clearance	The small amount of space left between a bearing surface and its mating surface for oil to circulate.
58.	Oil Gallery	A pipe or drilled passage in an engine block, that is designed to carry oil from the pump to the bearings.
59.	Oil Spring	A section of spring steel rod wound in a spiral pattern or shape. Widely used in both front and rear suspension systems.
60.	Over-square Engine	An engine in which the bore diameter is greater than the length of the stroke.
61.	"Peaking Speed"	The top revolutions per minute that an engine will accelerate to under its own power.
62.	Play	Movement between two parts.
63.	Point Resistance	Measurement of electrical contact between ignition points.
64.	Power Overlap	With six or more cylinders, before one piston completes its power stroke, another starts its power stroke.
65.	Pre-ignition	Ignition occuring earlier than intended. For example, the explosive mixture being fired in a cylinder as by a flake of incandescent carbon before the electric spark occurs.
66.	R.P.M.	Revolutions Per Minute.
67.	Rotor Button	Rotating part of the secondary circuit which distributes the high-voltage surge to the plugs.
68.	S.A.E.	Society of Automotive Engineers.
69.	"Scavenging"	The action of the piston on the exhaust stroke while it is pushing out the used gases left after combustion.
70.	Service Manager	Manager of the service department of a garage who meets the customer, analyzes troubles, and oversees the mechanic doing the repairs.
71.	Solvent	A solution which dissolves some other material. For example, varsol is a solvent for grease.
72.	Spark Knock	Vibration and pinging of pistons and valves when the ignition timing is not correct for the type of fuel being used or the particular advance curve designed for the engine.
73.	Spongy Pedal	When there is air in the brake lines, or shoes that are not properly centered in the drums, the brake pedal will have a springy or spongy feeling when the brakes are applied. The pedal normally will feel hard when applied.

74. Steering Gear	The gears, mounted on the lower end of the steering column, that are used to multiply driver turning force.
75. Steering Geometry	A term sometimes used to describe the various angles assumed by the components making up the front wheel turning arrangement: camber, caster, toe-in, etc.
76. Stroke	The distance the piston travels from top dead center to bottom dead center.
77. Suppression Wires	Spark plug wires designed to suppress the inductive portion of the spark at the plugs and prevent noise and interference in radios and television sets.
78. T.D.C. B.D.C.	Top Dead Center Bottom Dead Center
79. Undercoating	The soft deadening material sprayed on the underside of the car, under the hood, trunk lid, etc.
80. Unit Body	A car body in which the body itself acts as the frame.
81. Valve lash	The clearance between the valve stem and lifter, rocker arm or cam.
82. Valve-Overlab	A certain period in the firing cycle when the exhaust valve is just closing as the intake is just starting to open.
83. Wheelbase	The distance between the center of the front wheels and the center of the rear wheels.
84. Wheel Cylinder	That part of the hydraulic brake system that receives pressure from the master cylinder and in turn applies the brake shoes to the drums.
85. Wheel Lug or Lug Bolt	The bolts used to fasten the wheel to the hub.
86. Work Order	Plan of work for a specific job.

APPENDIX D

Chemistry

CHEMISTRY WORD LIST

1.	abrasive	ab ra' sive	hard substance used for grinding or polishing another substance
2.	absorption	ab sorp' tion	taking in radiant energy and changing it to other forms
3.	adsorption	ad sorp' tion	clinging of a gas, liquid, or solid to the surface of a solid
4.	allotropic	al' lo trop' ic	the different forms of an element
5.	anesthetic	an' es thet' ic	substance used to deaden pain
6.	antiseptic	an' ti sep' tic	substance used to kill bacteria or to slow down rate of their growth
7.	binary	bi' na ry	refers to compounds that contain two elements
8.	calorimeter	cal' o rim' e ter	apparatus used to measure the quantity of heat
9.	coagulation	co ag' u la' tion	clotting or forming lumps
10.	concentration	con' cen tra' tion	amount of substance in a given volume
11.	dehydrated	de hy' drated	lacking water
12.	disinfectant	dis' in fect' ant	an agent that kills microorganisms
13.	effervescence	ef' fer ves' cence	escape of a gas from a liquid
14.	equilibrium	e' qui lib' ri um	condition of balance between two forces
15.	fermentation	fer' men ta' tion	chemical changes of organic matter brought about by living organisms
16.	gravimetric	grav' i met' ric	measured by weight
17.	homogeneous	ho' mo ge' ne ous	alike in all parts
18.	lycopodium	ly' co po' di um	a fine cream colored powder that is flammable
19.	pasteurization	pas' teur i za' tion	process of heating milk to destroy bacteria
20.	photosynthesis	pho' to syn' the sis	a process that takes place in the cells of plants whereby water and carbon dioxide are changed into starch and oxygen in the presence of sunlight by the aid of chlorophyll
21.	precipitate	pre cip' i tate	an insoluble compound formed in a solution
22.	qualitative	qual' i ta' tive	dealing with the kind of material
23.	quantitative	quan' ti ta' tive	dealing with the amount of material
24.	radioisotope	ra' di o i' so tope	radioactive isotope
25.	spectroscope	spec' tro scope	an instrument used to analyze light by means of a prism

26. chemiluminescence
27. spontaneous
28. supersaturated
29. ternary
30. tincture
31. volatile

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APPENDIX E

Drafting

DRAFTING WORD LIST

SHOP TERMS

1.	anneal	an neal'	to soften a metal piece and remove internal stresses by heating to its critical temperature and allowing to cool very slowly.
2.	carburize	car' bu rize	to prepare a low-carbon steel for heat-treatment by packing in a box with carbonizing material, and heating to above 2000°F for several hours, then allowing to cool slowly.
3.	chase	chase	to cut threads in a lathe
4.	counterbore	coun' ter bore	to enlarge a hole to a given depth
5.	knurl	knurl	to roughen a turned sarface as a knob
6.	peen	peen	to stretch over by strokes with the peen of a hammer.
7.	ream	ream	to finish a drilled or punched hole very accurately with a rotating fluted tool of the required diameter
8.	sherardize	sher' ard ize	to galvanize with zinc by a dry heating process.
9.	template	tem' plate	a flat pattern for laying out shapes,etc.

STRUCTURAL TERMS

10.	cantilever	can' ti le'ver	a beam, girder over hanging one or both supports.
11.	dowel	dow' el	an iron pin extending into but not through two timbers to connect them.
12.	lintel	lin' tel	a horizontal member used to carry a wall over an opening.
13.	louvers	lou' vers	metal slats either movable or fixed
14.	purlins	pur' lins	horizontal members extending between trusses
15.	turnbuckle	turn' buck' le	a coupling threaded right and left or swiveled on one end, for adjustably connecting two rods.

ARCHITECTURAL TERMS

16.	ashlar	ash' lar	thin, squared, and dressed stone facing of a masonry wall
17.	coffer	cof' fer	an ornamental panel deeply recessed, usually in a dome or portico ceiling.

18.	corbel	cor' bel	a bracket formed on a wall by building out successive courses of masonry
19.	fenestration	fen' es tra' tion	the arrangement and propertioning of window and door openings!
20.	furring	fur' ring	the application of thin wood or other building material to a wall or beam to make an air space between it.
21.	grout	grout	a thin mortar used for filling up spaces where heavier mortar will not penetrate.
22.	miter	mi' ter	to match together, on a line bisecting the angle of junction.
23.	mullion	mul' lion	a vertical division of a window opening
24.	muntin	mun' tin	the thin members that separate the individual lights of glass in a window frame.
25.	screeds	screeds	a strip of plaster of the thickness proposed for the work, applied to the wall at intervals of 4 or 5 feet, to serve as guides.

isometric
orthographic
auxiliary
oblique
rotation
perspective
pictorial
dimensions
precision
architectural

topographic
engineering
babbitt
bearing
bore
bass
bushing
chamfer
cellar
counterbore

countersink
fillet
flute
forging
gib

galvanized
pawl
pinion
ratchet
rivet
serrate
shim
spline
spot face
tolerance

T slot
pitch
lead
triangulation
development or
pattern
assembly
alternate
conventional
decimal

venturi
vitreous
asbestos
backfill
baluster

parallel
perpendicular
tangent
geometric
vertex
apex
hypotenuse
vertical
horizontal
bisect

trisect
arc
scribe
inscribe
ellipse
trammel
helix
leader
measurements

bridging
calcimine
carriage
circuit
convector

projection
rib
rounds
fits
studs
visualizing
washer face
webs
axis
batter

brazing
broche
nonferrous
partition
specifications
stratification
terra-cotta
terazzo
thermostat
veneer

excavation
facia
furring
gable
girder

APPENDIX F

Electricity Words/Definitions

ELECTRICITY WORDS/DEFINITIONS

	ammeter	am' me ter	current-measuring instrument
	ampere	am' pere	unit of intensity of electrical current
3.	armature	ar' ma ture	that part of an electric motor carrying the conductors
4.	battery	bat' ter y	group of cells furnishing electric current
5.	condenser	con dens' er	instrument for storing an electric charge
6.	conduit	con' duit	enclosure tube for electric wires
7.	dynamo	dy' na mo	generator of electric current from mechanical energy
8.	electricity	e lec tric' i ty	electrons and protons creating a force possessing energy
9.	electron	e lec' tron	most elementary charge of negative electricity
10.	electronic	e lec tron' ic	the use of electrons, esp. in vacuum tubes
11.	fluorescent lamp	flu o res' cent lamp	lamp coated inside with a luminous substance
12.	generator	gen' er a tor	machine that changes mechanical energy into electrical
13.	incandescent lamp	in can des' cent lamp	lamp producing light by a material glowing with white heat
14.	insulator	in' su la tor	nonconducting substance
15.	kilowatt	kil' o watt	unit of electrical power
	monophase	mon' o phase	one phase of current
	ohm	ohm	unit of electrical resistance
18.	photoelectric	pho to e lec' tric	pertaining to the electrical effects produced by light
19.	proton	pro' ton	most elementary charge of positive electricity
20.	rectifier	rec' ti fi er	converter of alternating current into direct current
21.	rotor	ro' tor	revolving part of an electrical machine
22.	shunt	shunt	conductor for diverting current
23.	transformer	trans form' er	apparatus for changing electrical energy
24.	tungsten	tung' sten	metal used for electric-light filaments
25.	volt	volt	unit of electromotive force

APPENDIX G

Electronics

ELECTRONICS WORD LIST

1.	AFC	Automatic Frequency Control
2.	AGC	Automatic Gain Control
3.	AM	Amplitude Modulated Radio Transmission
4.	Amplifier	Device which amplifies a waveform.
5.	And, Or and Not Circuits	Logistical Computer Circuits
6.	Antenna	Device for radiating or receiving radio waves.
7.	Astable	Not stable.
8.	Audio	Sound
9.	Binary Number System	Number system using two digits.
10.	Bistable	Stable in two directions.
11.	Blanking Signal	A signal that cuts off the electron beam during retrace at both the transmitter and receiver.
12.	Buffer Amplifier	An amplifier used to prevent loading of a circuit.
13.	CRT	Cathode Ray Tube - Type of tube used for TV Picture Tube.
14.	Capacitance	Basic
15.	Champer	A.D.C. restorer
16.	DB	Decibel - A unit to express the magnitude of a change in signal or sound level.
17.	Dector	Device to separate an intelligent signal from the transmitter frequency.
18.	Differentiator	Wave shaping circuit
19.	Discriminator	FM Dector
20.	FM	Frequency
21.	Farad	Basic
22.	Faraday Shield	An electrostatic shield of parallel wires.
23.	Feed Back	Injecting a portion of the output into the input for the purpose of oscillation.
24.	Flip Flop	Bistable multivibrator
25.	Flyback	Type of power supply.
26.	Grid-dip Meter	Meter for determining resonance.
27.	Henry	Basic

28.	Hetrodyning	A method of reducing a R-F frequency to a lower frequency (i.e. - IF).
29.	Inductance	Basic
30.	Integrator	Wave shaping circuit
31.	Klystron	Special purpose, v.t.
32.	Limiter	Limits the amplitude of the wave.
33.	Magnetostrictive	Mechanical vibration of ferromagnetic materials.
34.	Magnetron	Vacuum tube for use at high frequency.
35.	Modulator	Device by which an intelligent signal is transmitted.
36.	Monostable	Stable in one direction.
37.	Multivibrators	A type of oscillator.
38.	OMNI	Radio beam highway in the sky for planes.
39.	Orthicon	A TV camera tube.
40.	Oscillator	An A-C generator.
41.	Pentagrid Converter	A device used in hetrodyning.
42.	Phantastron	A saw-toothed generator.
43.	Photocathode	Cathode of orithon tube.
44.	Piezoelectric Effect	Mechanical vibration of a quartz crystal.
45.	Pulse	Short-lived waveform
46.	RDF	Radio Direction Finder
47.	RF	Radio Frequencies. Band of frequencies used for radio communications.
48.	Saw-tooth	A type of waveform.
49.	Single Sideband	Transmission of only half of p.m. signal.
50.	Superheterodyne	Type of radio receiver.
51.	Super-regenerative	Type of radio receiver.
52.	Thyratron	A type of vacuum-tube that operates on the "X" frequencies.
53.	VFO	Variable frequency oscillator
54.	Video	Sight
55.	Wheatstone Bridge	A balanced resistive circuit.
56.	X-Band	5,200 to 11,000 MC

57.	Breadboard	A board on which electric or electronic circuit diagrams may be laid out and experimental circuits constructed.
58.	Chassis	The frame or cabinet upon which is mounted the working parts of a radio or other electronic device or a television set.
59.	Circuit	The complete path of an electric current including any displacement-current; an assemblage of electronic circuits.
60.	Device	A piece of equipment or a mechanism designed to serve a special purpose or perform a special function.
61.	Field Effort Transistor (FET)	
62.	Field Junction Transistor (FJT)	
63.	Grounding	To connect electrically with a ground; a metal object buried in the earth to make electrical connection with as in a telephone or radio circuit.
64.	Integrated Circuit (IC)	
65.	Printed Circuit	A circuit for electronic apparatus made by depositing conductive material in continuous paths from terminal to terminal on an insulating surface.
66.	Solid State Device	

APPENDIX H

Frequently Used Words in Business

FREQUENTLY USED WORDS IN BUSINESS

1.	accrued	ac crued'	earned; accumulated; increased
2.	annul	an nul'	abolish; make void
3.	answer	an' swer	reply; respond
4.	assets	as' sets	funds; property in general
5.	brokerage	bro' ker age (ij)	the business of a broker
6.	chargeable	charge' a ble	capable of being charged
7.	collectible	col lect' i ble	payable or exchangeable for value
8.	committee	com mit' tee	appointed managing body
9.	competition	com pe ti' tion	rivalry
10.	complaint	com plaint'	grievance
11.	concern	con cern'	to relate to; business organization
12.	concession	con ces' sion (sesh')	grant or right; thing yielded
13.	countersign	coun' ter sign	additional signature
14.	deficit	def' i cit	shortage in an amount
15.	defray	de fray'	pay; provide for payment of
16.	demurrage	de mur' rage (ij)	charge made for undue delay
17.	discrimination	dis crim i na' tion	unfair difference
18.	document	doc' u ment	written evidence or proof
19.	enterprise	en' ter prise	undertaking; venture
20.	estimate	es' ti mate	appraise; rate
21.	exports	ex' ports	commodities sent abroad
22.	fiscal	fis' cal	financial
23.	fluctuate	fluc' tu ate	rise and fall, as prices
24.	fraudulent	fraud' u lent	guilty of trickery; deceitful
25.	implied	im plied'	understood, but not expressed
26.	integrity	in teg' ri ty	uprightness; honesty
27.	invoice	in' voice	written statement of goods shipped
28.	library	li' brar y (brer)	pertaining to books assembled for use
29.	liquidate	liq' ui date (wi)	pay debts; settle accounts
30.	lucrative	lu' cra tive	gainful; highly profitable
31.	maintenance	main' te nance	the upkeep of property
32.	miscellaneous	mis cel la' ne ous	consisting of several kinds
33.	monopoly	mo nop' o ly	exclusive control of something
34.	possession	pos ses' sion	ownership; control; hold
35.	proceeds	pro' ceeds	amount received from a sale
36.	property	prop' er ty	that which may be owned
37.	proprietor	pro pri' e tor	owner of a business
38.	qualify	qual' i fy	modify; to be fit
39.	reasonable	rea' son a ble	rational; fair; within just limits
40.	recommend	rec om mend'	speak in favor of; commend
41.	remuneration	re mu ner a' tion	payment for services rendered
42.	renewal	re new' al	extension of time or credit
43.	statistics	sta tis' tics	assembled, classified facts
44.	stipulation	stip u la' tion	agreement; condition in an agreement
45.	succeed	suc ceed'	follow; prosper
46.	sundries	sun' dries	various small articles or items
47.	surplus	sur' plus	amount or quantity left over
48.	testimonial	tes ti mo' ni al	written recommendation
49.	vacancy	va' can cy	empty space or gap
50.	wealthy	weal' thy	affluent; moneyed

1.	accomplish	ac com' plish	achieve; complete; perform
2.	administer	ad min' is ter	direct or superintend; manage
3.	appraisal	ap prais' al	valuation of property
4.	arrears	ar rears'	those things which are unpaid but due
5.	average	av' er age (ij)	arithmetical mean; typical thing
6.	bankrupt	bank' rupt	being unable to pay
7.	billing	bill' ing	making or submitting bills
8.	bonus	bo' nus	extra payment as a premium
9.	boycott	boy' cott	refuse to have dealings with
10.	businessman	busi' ness man (biz)	a man who transacts business
11.	capitalist	cap' i tal ist	man who has capital for investment
12.	catastrophe	ca tas' tro phe	a sudden calamity
13.	certified	cer' ti fied	guaranteed, as a check
14.	clientele	cli en tele'	body of patrons; clients
15.	commend	com mend'	recommend as worthy of notice
16.	comments	com' ments	remarks
17.	confidential	con fi den' tial (shal)	--private; trustworthy
18.	consignee	con sign ee'	one to whom goods are shipped
19.	counteract	coun ter act'	act in opposition to
20.	currency	cur' ren cy	medium of exchange
21.	decline	de cline'	to turn aside; refuse
22.	default	de fault'	failure to pay financial debts
23.	deposit	de pos' it	money placed in a bank
24.	descriptive	de scrip' tive	that which recounts or characterizes
25.	dishonor	dis hon' or	fail or refuse to pay, as a note
26.	dunning	dun' ning	urging payment of a debt
27.	efficient	ef fi' cient (fish cent)	--capable; competent; able
28.	exclusive	ex clu' sive	limiting; sole; not taking into account
29.	finance	fi nance'	management of monetary affairs
30.	genuine	gen' u ine	real; not counterfeit
31.	guaranty	guar' an ty	security against loss
32.	honorable	hon' or a ble	worthy of honor
33.	install	in stall'	to establish in a place or position
34.	investment	in vest' ment	source of income or profit
35.	itemize	i' tem ize	to state in items
36.	negotiable	ne go' ti a ble (shi)	transferable; assignable
37.	negotiate	ne go' ti ate (shi)	come to terms
38.	nickel	nick' el	small coin; five-cent piece
39.	operator	op' er a tor	dealer in stocks, especially a speculator
40.	option	op' tion	right or power to choose
41.	outlawed	out' lawed	deprived of protection of law
42.	profit	prof' it	a gain or benefit
43.	promoter	pro mot' er	organizer of a company
44.	savings	sav' ings	sums saved from time to time
45.	secure	se cure'	safe; to guard; get possession of
46.	solicit	so lic' it	ask with earnestness
47.	specifications	spec i fi ca' tions	designation of particulars
48.	supervise	su per vise'	oversee and direct; superintend
49.	teller	tell' er	clerk who handles money
50.	warranty	war' ran ty	guarantee of title or quality

1.	accuracy	ac' cu ra cy	freedom from mistakes
2.	allowance	al low' ance	portion or amount granted
3.	appraise	ap praise'	to relate or evaluate
4.	arbitration	ar bi tra' tion	settlement of disputes by mutual agreement
5.	association	as so ci a' tion	organized group or body
6.	auxiliary	aux il' ia ry (ya)	that which aids or assists
7.	bankruptcy	bank' rupt cy	financial failure leading to discontinuance of business
8.	collateral	col lat' er al	security pledged, such as stocks, life insurance
9.	commerce	com' merce	trade; business in general
10.	compromise	com' pro mise	settlement by mutual concessions
11.	consolidated	con sol' i dat ed	united into one body; merged
12.	contraband	con' tra band	trade forbidden by law
13.	coupon	cou' pon	interest note or certificate
14.	dealer	deal' er	one engaged in business; a trader
15.	dissolution	dis so lu' tion	termination of a relationship, such as a partnership
16.	efficiency	ef fi' cien cy (fish' en)	--skill; competency
17.	indebtedness	in debt' ed ness	amount due or owed
18.	indemnity	in dem ni ty	protection against loss
19.	industry	in' dus try	branch of business, occupation, or trade
20.	insolvent	in sol' vent	unable to pay one's debts
21.	interest	in' ter est	payment for the use of money
22.	logical	log' i cal	in accordance with sound reasoning
23.	management	man' age ment (ij)	administration; government
24.	margin	mar' gin	amount in reserve
25.	merchandise	mer' chan dise	goods used in commerce; wares
26.	nominal	nom' i nal	existing in name only
27.	overcharge	over charge'	charge beyond a due rate or price
28.	parcel	par' cel	small bundle or package
29.	patron	pa' tron	regular customer
30.	potential	po ten' tial (shal)	existing in possibility, not in actuality
31.	prosperous	pros' per ous	financially successful
32.	receiver	re ceiv' er	officer in charge of property
33.	remittance	re mit' tance	money sent in payment
34.	rescind	re scind'	revoke; annual; cancel
35.	retail	re' tail	sell in small quantities to consumers
36.	retrench	re trench'	cut down cost or expenses
37.	revenue	rev' e nue	income from any source
38.	salary	sal' a ry	money paid for services
39.	shrinkage	shrink' age (ij)	depreciation in value
40.	specimen	spec' i men	sample; pattern; model
41.	statement	state' ment	summary; report; account
42.	syndicate	syn' di cate	combination of capitalists
43.	tangible	tan' gi ble	capable of being touched, realized, or appraised
44.	telegram	tel' e gram	message sent by telegraph
45.	temporary	tem' po rar y (rer)	transient; not permanent
46.	transaction	trans ac' tion	business deal
47.	transcribe	tran scribe'	make a copy in writing or in other characters
48.	trivial	triv' i al	of little importance; petty
49.	usury	u' su ry (zhoo)	charging excessive or illegal interest

APPENDIX I

Homonyms

H o m o n y m s

1.	ad	advertisement
	add	to join or unite
2.	aid	help
	aide	assistant to a superior
3.	ail	trouble, distress
	ale	fermented liquor
4.	heir	one who inherits
	air	gases that surround the earth
5.	aisle	a passage
	isle	small island
6.	all	the whole of
	awl	a pointed instrument used in leather & woodworking
7.	allowed	permitted
	aloud	with the speaking voice
8.	altar	a place used in worship
	alter	to modify
9.	analyst	one who makes analyses
	annalist	writer; historian
10.	arc	bowlike curve
	ark	place of refuge; a clumsy vehicle
11.	ate	past tense of *eat*
	eight	a number
12.	aught	any least part
	ought	to be bound by duty
13.	aye	yes
	eye	organ of sight
14.	bade	past tense of *bid*
	bad	evil; disagreeable; defective
15.	bale	large bundle of goods
	bail	security given for appearance; handle of a bucket; to jump from a plane
16.	bait	a lure
	bate	to lessen
17.	bawled	cried out with a loud sound
	bald	destitute of its natural covering
18.	ball	round object; a game; a dance
	bawl	to cry out with a loud sound
19.	banned	prohibited
	band	something that ties or holds; a strip; a company of persons
20.	bare	without covering; plain; empty
	bear	to support; to bring forth; endure; carry
21.	baron	a nobleman
	barren	sterile, unreproductive
22.	bard	a wandering musician or minstrel
	barred	excluded; fastened with a bar
23.	base	bottom of anything
	bass	deep sound
24.	be	to exist
	bee	honey-producing insect; neighborly gathering
25.	beach	the shore
	beech	hardwood tree
26.	beet	a vegetable
	beat	to strike repeatedly; defeat
27.	beer	fermented liquor
	bier	frame on which a coffin is placed
28.	belle	a beautiful young woman
	bell	instrument that gives a ringing sound
29.	berth	allotted place; a bunk
	birth	coming into life
30.	billed	charged; having a bill
	build	construct
31.	blew	past tense of *blow*
	blue	a color

32.	block	obstruction; city square
	bloc	group united for a common cause (politics)
33.	boar	male hog
	bore	to make a hole; to weary by dullness; something that wearies; past tense of bear
34.	bored	past tense of bore
	board	piece of lumber; meals; to go on board
35.	bold	venturesome; lacking proper restraint; more prominent
	bowled	played a game of tenpins; carried smoothly on
36.	boulder	a rock
	bolder	more venturesome; less restraint; more prominent
37.	bole	trunk of a tree
	boll	pod or capsule of a plant
	bowl	a concave vessel; to play a game of tenpins
38.	bough	branch of a tree
	bow	to submit; to bend in respect; forward part of a vessel
39.	brake	plant; thicket; device that retards motion
	break	to separate into parts; ruin; violate, disclose
40.	breach	breaking; gap
	breech	hinder part
41.	bread	food
	bred	past tense of bread
42.	but	except; otherwise; only; just
	butt	thicker end; sudden blow
43.	buy	to purchase
	by	near; with; according; to; extra
	bye	position or turn of one left without an opponent; secondary
44.	calendar	register of the divisions of the year; a schedule
	calender	machine for smoothing
45.	canvas	cloth
	canvass	to examine in detail; to solicit.
46.	capital	chief; large-sized letter; wealth
	capitol	government building
47.	carat	unit of measure for precious stones and gold
	caret	mark used by writers
	carrot	a vegetable
48.	cast	to throw; to form into shape; rigid surgical
	caste	a class of social organization
49.	caster	one who sets into proper shape; swiveling wheel
	castor	substance used in medicine, perfume, and by professional trappers
50.	cede	yield; assign
	seed	the grains of plants used for sowing; to sow
51.	ceil	to furnish with a ceiling or a maximum
	seal	a device bearing a design; mark of office; to fasten; an animal (marine)
52.	ceiling	overhead inside lining; a maximum
	sealing	closing; securing
53.	cell	small, close apartment; unit of plant and animal organism
	sell	to give or yield; transfer for a price
54.	cellar	room below the surface of the ground
	seller	a tradesman
55.	censer	vessel for perfumes
	censor	an overseer of morals and conduct

56.	cent	1/100 of a dollar
	scent	characteristic odor
	sent	past tense of send
57.	cheap	bargain; depreciated in value
	cheep	to utter faint shrill sounds; chirp, peep
58.	choir	organized company of singers
	quire	a collection of 24 sheets of paper of equal size and quality
59.	chord	a combination of tones
	cord	string or small rope; cubic measure
60.	chute	an inclined plane; a quick descent
	shoot	to emit; to discharge
61.	cite	to summon; quote; mention
	sight	a view; act of seeing; appearance
	site	position; location
62.	clause	a distinct article in a formal document; a word group
	claws	sharp nails on fingers and toes of animals
63.	coarse	unrefined; composed of large parts or particles
	course	direction of progress; part of a meal; sequence of events; unit of instruction
64.	colonel	military officer
	kernel	seed of a cereal; essential part of anything
65.	coolie	laborer (Asia)
	coolly	in a cool manner (adv.)
	cooly	coldly (adj.)
	coulee	trenchlike valley
66.	core	central part
	corps	body of persons under common direction
67.	council	group of persons to serve as a governing or an advisory body
	counsel	to advise
68.	craft	art or skill; to use trickery
	kraft	strong paper
69.	crape	crepe used for some special purpose
	crepe	thin crinkled paper
70.	creak	a prolonged sharp grating or squeaking sound
	creek	a small stream of water
71.	currant	small raisin; an acid berry
	current	belonging to the present time; general course or movement of water, electricity, etc.
72.	dam	a barrier to prevent the flow of water; female parent (used esp. of quadrupeds)
	damn	to adjudge a person guilty; condemn; swear at
73.	days	time between nights
	daze	to stupefy; stun or confuse
74.	dear	highly valued
	deer	an animal
75.	dew	moisture condensed upon the surface of cool bodies
	due	owed or owing
76.	die	to pass from physical life; a tool
	dye	to color; material used for coloring
77.	discreet	possessed of or showing good judgment
	discrete	separate; composed of distinct parts
78.	doe	female of any animal whose male is called a buck; a deer, rabbit, etc.
	dough	moistened flour; money (slang)
79.	done	past participle of do
	dun	to ask for payment; a color
80.	dual	pertaining to two; twofold
	duel	a combat between two persons

81.	dyeing	changing the color of something through the use of dye
	dying	pertaining to death
82.	eave	protecting lower edge of a roof
	eve	period immediately preceding some important event
83.	eyelet	small hole; metal ring used to line an eyelet hole
	islet	a little island
84.	faint	wanting in courage; lacking in strength; performed weakly; dim; swoon
	feint	false appearance; mock blow
85.	fair	pleasing to the eye; blond as opposed to brunet; just; average; not stormy; festival
	fare	to go; to pass; price of transportation or passage
86.	faze	to disturb
	phase	a state of development
87.	fiance	a betrothed man
	fiancee	a betrothed woman
88.	fir	a tree
	fur	pelt of certain animals
89.	flair	taste combined with aptitude
	flare	to burn; become suddenly excited or angry; open or spread out; a fire or light used as a signal
90.	flea	insect
	flee	to run away
91.	flew	past tense of fly
	flue	a chimney
92.	floe	mass of ice floating free
	flow	movement of liquid; hang loose and waving
93.	fore	part that goes first; golf term
	four	number
	for	a preposition
94.	fort	a fortification
	forte	one's strong point; that in which one excels
95.	forth	forward; out as from concealment
	fourth	number
96.	foul	offensive to the senses; not conformed to the rules
	fowl	bird
97.	gait	manner of walking
	gate	an opening for passage in an enclosure; money paid for admission
98.	gilt	gold; overlaid with a gold color
	guilt	fact of having committed a breach of conduct
99.	grate	to scrape; pulverize
	great	large; numerous; important
100.	groan	a moaning sound
	grown	increased in size or growth
101.	hail	small lumps of ice that fall during storms; to salute
	hale	healthy; to haul
102.	hair	threadlike outgrowth which forms the coat of an animal
	hare	rabbit
103.	hangar	shelter; especially for aircraft
	hanger	one who hangs; a hanging device
104.	heal	to restore to health; cure
	heel	part of the foot; contemptible person (slang)
105.	hear	perceive by the ear
	here	in this place
106.	heard	perceived by the ear
	herd	a number of assembled animals
107.	hew	to cut with an ax; form or shape by blows with a sharp instrument
	hue	color; outcry

108.	him	objective case of he
	hymn	song of praise, especially a religious song
109.	hoard	store laid up; hidden supply; to amass and conceal
	horde	crowd; swarm; pack
110.	hole	an opening
	whole	undamaged; intact
111.	hour	sixty minutes
	our	possessive of we
112.	in	being within
	inn	hotel; tavern
113.	incite	to arouse to action; urge on
	insight	keen understanding; intuition
114.	indict	to charge with an offense
	indite	to compose and write
115.	its	possessive form of it
	it's	contraction of it is
116.	jam	to crowd; apply with force and suddenness; a food
	jamb	side of a door or other opening
117.	key	lock-operating device; that which serves to reveal
	quay	place for loading and unloading a ship
118.	kill	to deprive of life
	kiln	chamber for hardening, burning, or drying anything
119.	knead	to work and press into a mass
	need	a condition requiring supply; to have cause for
120.	knew	past tense of know
	new	recent; fresh; modern
121.	knot	a tie or fastening formed by a flexible body; a unit of speed
	not	negation
122.	know	to perceive; recognize; have knowledge of
	no	negation
123.	knows	third person sing. of know
	noes	plural of no
	nose	organ of smell; front
124.	lain	past participle of lie
	lane	a narrow passageway
125.	lead	a heavy, pliable, and inelastic metallic element
	led	guided, directed
126.	leased	hired, rented
	least	smallest or lowest degree; superlative of little
127.	lessen	make or become less; decrease
	lesson	something that is learned or taught
128.	lie	deceive; assume a position of rest; falsehood
	lye	strong alkaline solution
129.	load	to burden; cargo; charge of a firearm; amount of work expected
	lode	a mineral deposit
130.	loan	to lend
	lone	solitary; single
131.	made	past participle of make
	maid	unmarried girl; female servant
132.	mail	letters, etc., as received through the post office
	male	masculine sex as opposed to female
133.	main	chief; essential; principal
	mane	long, heavy hair growing on the neck of some animals
134.	maize	Indian corn; color
	maze	a confusing network; state of bewilderment
135.	manner	a way of acting; conduct
	manor	pertaining to real property; mansion; estate
136.	mantel	framework around a fireplace; shelf above a fireplace
	mantle	something that envelops or covers; a cloak

137.	marshal	to lend; to dispose in order
	martial	of or pertaining to war
138.	mean	to intend; inferior; the middle point
	mien	demeanor; manner
139.	meat	food
	meet	to encounter
	mete	to measure; allot
140.	medal	a piece of metal to serve as a reward
	meddle	to interfere
141.	metal	material, such as iron, copper, etc.
	mettle	quality of temperament; spirit
142.	might	past tense of may; force or power
	mite	any of numerous small creatures; anything very small
143.	miner	one who mines ores, coal, or precious stones
	minor	inferior; not having reached the age of majority
144.	muscle	an organ whose function is the production of motion
	mussel	any of certain bivalve mollusks
145.	mustard	a plant; a food relish
	mustered	assembled
146.	naught	the number zero
	nought	nothing
147.	naval	pertaining to a navy
	navel	a depression in the middle of the abdomen
148.	nay	negative answer; no
	neigh	the cry of a horse
149.	none	not any
	nun	a woman under certain religious vows
150.	oar	implement for propelling or steering a boat
	or	conj. designating an alternative
	ore	material that is mined for minerals it contains
151.	ode	a poem
	owed	past tense of owe
152.	oh	exclamation expressing various emotions
	owe	to be indebted
153.	one	single unit
	won	gained the victory
154.	packed	made a pack of; crowded; loaded
	pact	an agreement
155.	pail	a bucket
	pale	to grow pallid; faint; a stake for fencing
156.	pain	distressing feeling; torment; labors
	pane	glass in one compartment of a window
157.	pair	two things of a kind
	pare	to cut off
	pear	a fruit
158.	pall	an overspreading something that produces a gloomy effect
	pawl	a part of a machine
159.	passed	went by
	past	a state or time gone by
160.	pause	to stop for a time; a temporary stop or rest
	paws	feet of a quadruped having claws
161.	peace	state of tranquility
	piece	a fragment or part
162.	peak	sharp or pointed end of anything
	peek	to look slyly
	pique	offense taken by one slighted or disdained
163.	peal	bell ringing
	peel	to strip off
164.	peer	to look narrowly and intently; an equal
	pier	a support for bridge spans

165.	plain	clear; without embellishment
	plane	level; flat; tool for smoothing
166.	plait	a flat fold; a braid
	plate	flat piece of material; metal in sheets; kind of dish
167.	pleas	appeals
	please	to give pleasure
168.	plumb	truly vertical; a weight used by builders
	plum	a fruit
169.	pole	long slender piece of material; point of a magnet; extremity of an axis
	poll	pertaining to voting
170.	praise	to commend; glorify
	prays	entreats; begs; supplicates
	preys	makes raids for booty; seizes
171.	quarts	a measure of capacity (plural)
	quartz	a form of the mineral silica
172.	rain	water falling in drops; a falling of numerous particles
	reign	to exercise power; prevail; time during which a sovereign rules
173.	raise	to cause to rise up; incite; awaken
	rays	lines or beams of light
	raze	to lay level; demolish
174.	rap	to strike a quick blow; a knock
	wrap	to enfold; envelop
175.	rapped	past tense of rap
	rapt	engrossed; wholly absorbed
	wrapped	past tense of wrap
176.	read	to utter aloud that which has been written; learn by perusal; interpret
	reed	bamboolike grass; a musical instrument
177.	reek	to emit fumes; be permeated with
	wreak	to give free play to wrath; inflict vengeance
178.	rest	stopping place; repose; quiet
	wrest	to twist from by violence; to snatch
179.	review	to examine again; examine deliberately
	revue	burlesque in which recent events are imitated; a medley of songs, dances, etc.
180.	right	according with duty; correct; that to which one has a just claim
	rite	prescribed form of a ceremony
	wright	a workman
	write	to inscribe; put down on paper
181.	ring	to encircle; sound clearly; a circlet of metal
	wring	to extract by twisting and compressing
182.	road	an open way or public passage for vehicles
	rode	past tense of ride
	rowed	propelled by oars
183.	role	part performed by an actor; part assumed by anyone
	roll	to revolve; drive or impel forward with an easy motion
184.	root	to dig into a mass in order to find something; part of a plant
	route	to send through a prearranged procedure; course to be traveled
185.	rote	a fixed course or routine
	wrote	past tense of write
186.	rung	past participle of ring; one of the rounds of a chair or ladder
	wrung	past tense of wring

187.	rye	cereal raised for grain; whiskey made from rye
	wry	twisted; warped
188.	sail	to be conveyed in a vessel on water; an extent of canvas for moving boats
189.	sane	mentally sound
	seine	a large net for catching fish
190.	scene	division of a drama; something viewed
	seen	past participle of see; that which has been perceived by sight
191.	scent	odor
	sent	transmitted; issued; forced to go
192.	seas	large bodies of salt water
	sees	perceives by the eye
	seize	to confiscate; take possession of by force
193.	seam	line formed by sewing; stratum of mineral
	seem	to appear; to be apparently so
194.	serf	slave; one bound to the soil subject to the will of the owner
	surf	the swell of the sea; waves
195.	serge	a fabric
	surge	swelling or sweeping forward
196.	sew	to unite by stiches
	so	in that or like manner, sequence, or consequence
	sow	to scatter seed upon the earth for growth
197.	shear	to cut off
	sheer	unqualified; steep; very thin or transparent
198.	shoe	covering for the foot
	shoo	exclamation for firghtening away animals esp. fowls
199.	sign	a symbol; publicly displayed notice; an omen; to affix a signature to
	sine	ratio used in math
200.	slay	to kill; slaughter
	sleigh	vehicle on runners used for transportation on snow
201.	sleight	trick; skill; dexterity
	slight	slim; frail; trivial; not severe
202.	slew	past tense of slay; to twist about
	slough	a swamp; bayou; an engulfing depth of misery, sin, etc.
203.	sloe	an astringent fruit
	slow	mentally dull; not prompt
204.	soar	to fly aloft; to lift ones thoughts or spirits
	sore	distressing; sensitive to pressure
205.	sole	bottom part of anything; a fish; single; part of a shoe
	soul	entity conceived as the essence of life, moving spirit
206.	some	a certain unknown; as unspecified but appreciable amount
	sum	an amount; the aggregate
207.	son	a male considered with reference to his source family
	sun	celestial body; power; glory
208.	stair	steps for ascending and descending
	stare	to look fixedly
209.	stake	pointed piece of wood; that which is hazarded for gain
	steak	meat
210.	stationary	not moving; fixed; stable
	stationery	writing materials

211.	steal	to appropriate to oneself furtively; to be guilty of theft
	steel	a commercial form of iron; steellike quality
212.	stile	steps for passing over a fence or wall; turnstile
	style	mode of expression; manner; status of being in vogue
213.	straight	invariable direction; direct
	strait	restricted; narrow passage; passageway connecting two bodies of water
214.	succor	to go to the aid of; help
	sucker	one easily duped; kind of fish; shoot of a plant
215.	suite	number of things constituting a set
	sweet	pleasing to the taste; agreeable
216.	tacks	small, sharp-pointed nails
	tax	money collected for support of the government; to lay a burden upon
217.	tail	any long, flexible terminal appendage; the rear end
	tale	an oral recitation; story
218.	tare	a deduction made for the weight of the container
	tear	to pull apart by force; rend
219.	taught	past tense of teach; instructed
	taut	tightly drawn; not slack
220.	team	number of persons associated together in any work
	teem	to abound; generate
221.	tear	drop of fluid secreted by the glands of the eyes
	tier	a row; layer
222.	their	possessive of they
	there	in or at that place
	they're	they are
223.	threw	past tense of throw
	through	in at one side and out at the opposite side; during; by reason of
224.	throe	extreme pain; agony
	throw	to fling; hurl
225.	throne	chair of state
	thrown	past participle of throw
226.	tide	alternate rising and falling of the surface of the ocean
	tied	past tense of tie; fastened
227.	timber	wood
	timbre	distinctive character or tone
228.	to	in the direction of; indication of intention
	too	also; more than enough
	two	the number 2
229.	toe	digit of the foot
	tow	to pull along
230.	told	past tense of tell; related
	tolled	sounded slowly with single strokes, as a bell
231.	troop	a collection of people or things; soldiers collectively
	troupe	company of traveling actors
232.	vain	futile; having excessive pride; conceited
	vane	a contrivance to be moved by the wind
	vein	a fissure or cavity; vessel that carries blood to the heart
233.	vale	valley
	veil	fabric used to obstruct view; mask
234.	vice	moral fault; wickedness
	vise	a device for holding work
235.	wade	to move by stepping in or through water, mud, etc.
	weighed	past tense of weigh

236.	waist	a part of the body; garment
	waste	thrown away as useless; to expend needlessly
237.	wait	to remain in readiness; attend
	weight	relative heaviness
238.	waive	to give up a claim to
	wave	to flutter; to be moved as a signal; a swell of water
239.	waiver	relinquishment of a right
	waver	to hesitate; to be indecisive
240.	ware	article of merchandise; something for sale
	wear	to use in dressing or personal adornment; display; consume
241.	way	direction of motion; manner; course
	weigh	to ascertain the weight of; examine the balance
242.	weak	lacking in strength
	week	seven days
243.	wood	dense growth of trees; timber, lumber
	would	past tense of will
244.	yoke	frame for joining two draft animals for working
	yolk	yellow mass of material in an egg

APPENDIX J

Information on Phonics

A BASIC PHONICS PROGRAM

I. Consonants

A. Single -
b
c
d
f
h
j
k
l
m
n
p
r
t
v
w
x
y
z

B. Two or more sounds

C - The letter C has the soft sound when followed by e, i, or y.
(Soft sound - s) cent, cigar, decide, cylinder.

The letter C has the hard sound when followed by a, o, or u.
(Hard sound - k) can, come, welcome, cute.

G - The letter g has the soft sound when followed by e, i, or y.
(Soft sound - j) gentle, giant, gypsy, large, huge, gem.
(Hard sound) goat, gate, gave, gum.

S - As in hiss, rose, sugar

X - As in exit, box, xylophone

II. Consonant blends

A consonant blend is a group of two or three consonants which are blended together to make one sound but which do not lose their separate identity.

cl- clean
bl
dl
fl
gl
sl
pl
br
cr
dr
fr
gr
pr
tr
sc
sk
sm
sn
sp
st
sw
tw
wr
scr
spr
str
shr
spl
sch
thr

III. Consonant digraphs

A consonant digraph is a two letter symbol which produces one sound but the sound is a new sound entirely; both of the separate letters lose their individual identities.

ng - hang
sh - shoe
ph - telephone
gh - enough, laugh
th - thing (Two different sounds)
those
wh - what (Two different sounds)
who

Some consonants in words may be silent - bal~~l~~, big~~g~~er, nig~~h~~t.

Usually a consonant is silent in these cases:

k when it comes before n - ~~k~~nee

w when it comes before r - ~~w~~rite

c when it is joined with k - ki~~c~~k

gh when it comes at end or close to end of a word, as in though

t when it comes in middle of one syllable word, as in hatch

IV. Vowels

Long or short		Vowels followed by r
a	o	a - far
e	u	e - her
i	y (sometimes)	i - stir
	w (sometimes)	o - for
		u - fur
		y - syrup

The letters y and w may be either vowels or consonants.

1. When y has the sound it has in yes, yard, beyond, it is a consonant.
2. When y is combined with another vowel, or follows a consonant within a syllable, it is a vowel. (Examples: grey, bay, buy, baby, cry, crystal)
3. When an accented syllable ends with y, it usually has the sound of long i.
4. When y comes at end of non-accented syllable, it usually has the sound of short i.
5. When w has the sound it has in win, what, beware, it is a consonant.
6. When w is combined with another vowel, as in sew, know, cow, snow, it is a vowel.

Use of a Key Chart in your Room

Short Vowels	Long Vowels
a - cat, at	a - late
e - met	e - me, we
i - it, sit	i - ride, ice
o - hot	o - rode, go
u - up, but, cup	u - use, tune

Pupils may refer to the chart when they wish to recall a sound. After use of key chart has been thoroughly demonstrated, give practice in working out new words.

Schwa Sound - The vowels; a, e, i, o, u all have a soft, short sound which is the same, as in balloon, garden, April, cotton, circus, sofa.

This sound always occurs in an unaccented syllable.

V. Vowel principles

1. When there is only one vowel in a word and that vowel does not come at the end of the word, the vowel is usually short. let, sit, lot, cup, mat, duck, at
2. When two vowels come together in a one-syllable word, the first vowel is usually long and the second vowel is usually silent. boat, seam, rain, scream, goat, toad, teach
3. If there are two vowel letters in a word, one of which is the final e, the first usually stands for a long vowel sound and the final e is silent. not~~e~~, gat~~e~~, lik~~e~~, rid~~e~~, sal~~e~~
4. If the only vowel letter in a word is followed by r, the sound of the vowel is likely to be neither long nor short but controlled by the r sound. part, her, first, or, fur, bird, burn, car, jerk

VI. Principles of Syllabication

1. If the first vowel sound in a word is followed by two consonants, the first syllable usually ends with the first of the two consonants. rab bit, cab bage, gal lop, sud den, bas ket, scam per

2. If the last syllable of a word ends in le, the consonant preceding the le usually begins the last syllable.
   ta ble, jun gle, ma ple, mid dle, ap ple

3. If the first vowel sound in a word is followed by a single consonant, that consonant usually begins the second syllable.
   pa per, ba by, ti ny, po ny

A SYLLABLE is a letter or group of letters that make up a sound. Syllables may consist of a vowel alone, a combination of vowels, or a vowel with any number of consonants. A consonant alone can never constitute a syllable.

Before teaching syllabication and pronunciation, make sure that pupils have mastered the simple elements of phonetic and structural analysis and explain what a syllable is.

In most instances, prefixes and suffixes constitute separate syllables in themselves: re pay, plant er, thank ful

There are open and closed syllables. Open syllables end with vowel sound, the vowel sound is long. In closed syllables a vowel comes between two consonants, the sound is short: be gin, be have, do mes tic

The syllables in a word often do not break between consonant blend or special wo-letter consonant symbols: a cross, a fraid, a pron, a sleep, re ply, se cret

In a word of more than one syllable, the letter v usually goes with the preceding vowel to form a syllable: trav el, shiv er, de liv er

VII. Generalizations that Aid in Identifying the Accented Syllable

1. In inflected or derived forms, the accent usually falls on with the root word: un wise', pain' ful, plain' ly, tak' ing, un hap' py

2. If de, be, re, ex, in, or a is the first syllable in a word, it is usually unaccented: ex pect', de light', a greed', ex pect'

3. If a final syllable of a word ends in le preceded by a consonant, the final syllable is unaccented: can' dle, spark' le, ma' ple, sam' ple

4. If tion or ture is the final syllable in a word, it is unaccented: va ca' tion, pic' ture, fur' ni ture

5. In most two-syllable words that end in a consonant followed by "y" the first syllable is accented and the second unaccented: bug' gy, fan' cy, ti' ny, ba'by

6. Two vowels together or two vowels (one final e) in the last syllable of a word are usually a clue to an accented final syllable and a long sound in that syllable: com plaín, a musé, de cidé, pro vidé, for gavé

7. Two like consonants before the ending in an inflected form of a word are a clue to an accented final syllable in the root word and to a short vowel sound in that syllable: ad mit́ ting, for get́ ting, com pel̍ ling

8. Two like consonants following first vowel are a clue to an accented first syllable: rib́ bon, col̍ lar

9. In unaccented syllables we often hear a soft, unstressed vowel sound called the "schwa" sound: so fa, im po lite

10. The letters ck following a single vowel letter are a llue to an accented syllable: bracḱ ets, crick et, locḱ et

VIII. Structural Analysis

Words in a Compound Word

Example: playhouse, something

Children learn to identify the two separate words in a compound word as play, house, when having difficulty in reading a compound word.

Root Words

Example: playing, shouted

Visual discrimination of root words may be developed first by pointing out the root word and separating it from its inflactional ending whenever such a word comes up in reading context.

Inflectional Endings

Examples:

a - boys	es - boxes
ed - walked	ing - walking
er - sweeter	est - sweetest
ly - quickly	

Principles Concerning Changes in the Structure of Words Which Occur When Inflectional Endings or Suffixes are Added.

1. In many cases the word is unchanged when an inflectional ending or suffix is added: talking, basketful, matches

2. If the root word ends in the final e, the e is dropped when an ending that begins with a vowel is added: take - taking, have - having

3. When a word ends in a single consonant following a single vowel, the final consonant is usually doubled when adding an ending: drop - dropped, run - running

4. In middle grades, the child will learn that the above rule applies in poly-syllables only if the root word is accented on the last syllable: preferred', pref' erence, ben'efited

5. When a word ends in y, following a consonant, the y is usually changed to i when adding an ending: cry - cried, pony - ponies, happy, happiest

6. If the final y is preceded by a vowel, the ending is added with no change in the root word: boy - boys, monkey - monkeys, play - played

7. When a word ends in f, usually the f is changed to v when es is added, making the plural form: calf - calves, half - halves, knife - knives

8. Derived forms are those words which are combined with prefixed and suffices: unhappy, basketful

Common Prefixes and Suffixes

	Meaning	Examples
Prefixes		
ab	to, toward	absent, abstain
un	not, opposite	unhappy, unkind
re	back, again	return, rewind
pre	before	precede, preschool
ex	out of, formerly	extend, ex-president
dis	not, opposite	disobey, displease
de	away, down, out of	depart, demote
ad	to, toward	advance, admit
con, com	to, with	conference, company
in, im	in, not	inhuman, inability
Suffixes		
able	capable of, worthy	lovable
er, or	person or thing connected with	teacher, legislator
ful	full of	thankful
less	without, free from	worthless
ly	like, characteristic of	queenly
ment	state of quality of	amazement
tion) sion) xion)	action, state, result	adoption, tension

THE UTILITY OF FORTY-FIVE PHONIC GENERALIZATIONS

*Generalization	No. of Words Conforming	No. of Exceptions	Per Cent of Utility
1. When there are two vowels side by side, the long sound of the first one is heard and the second is usually silent.	309 (bead)†	377 (chief)†	45
2. When a vowel is in the middle of a one-syllable word, the vowel is short.	408	249	62
middle letter	191 (dress)	84 (scold)	69
one of the middle two letters in a word of four letters	191 (rest)	135 (told)	59
one vowel *within* a word of more than four letters	26 (splash)	30 (fight)	46
3. If the only vowel letter is at the end of a word, the letter usually stands for a long sound.	23 (he)	8 (to)	74
4. When there are two vowels, one of which is final *e*, the first vowel is long and the *e* is silent.	180 (bone)	108 (done)	63
*5. The *r* gives the preceding vowel a sound that is neither long nor short.	184 (horn)	134 (wire)	78
6. The first vowel is usually long and the second silent in the digraphs *ai*, *ea*, *oa*, and *ui*.	179	92	66
ai	43 (nail)	24 (said)	64
ea	101 (bead)	51 (head)	66
oa	34 (boat)	1 (cupboard)	97
ui	1 (suit)	16 (build)	6
7. In the phonogram *ie*, the *i* is silent and the *e* has a long sound.	8 (field)	39 (friend)	17
*8. Words having double *e* usually have the long *e* sound.	85 (seem)	2 (been)	98
9. When words end with silent *e*, the preceding *a* or *i* is long.	164 (cake)	108 (have)	60
*10. In *ay* the *y* is silent and gives *a* its long sound.	36 (play)	10 (always)	78
11. When the letter *i* is followed by the letters *gh*, the *i* usually stands for its long sound and the *gh* is silent.	22 (high)	9 (neighbor)	71
12. When *a* follows *w* in a word, it usually has the sound *a* as in *was*.	15 (watch)	32 (swam)	32
13. When *e* is followed by *w*, the vowel sound is the same as represented by *oo*.	9 (blew)	17 (sew)	35
14. The two letters *ow* make the long *o* sound.	50 (own)	35 (down)	59
15. *W* is sometimes a vowel and follows the vowel digraph rule.	50 (crow)	75 (threw)	40
*16. When *y* is the final letter in a word, it usually has a vowel sound.	169 (dry)	32 (tray)	84
17. When *y* is used as a vowel in words, it sometimes has the sound of long *i*.	29 (fly)	150 (funny)	45
18. The letter *a* has the same sound (*o*) when followed by *l*, *w*, and *u*.	61 (all)	65 (canal)	48

†Words in parentheses are examples — either of words which conform or of exceptions depending on the column.

*Generalizations marked with an asterisk were found "useful" according to the criteria.

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*Generalization		No. of Words Conforming	No. of Exceptions	Per Cent of Utility
19.	When *a* is followed by *r* and final *e*, we expect to hear the sound heard in *care*.	9 (dare)	1 (are)	90
*20.	When *c* and *h* are next to each other, they make only one sound.	103 (peach)	0	100
*21.	*Ch* is usually pronounced as it is in *kitchen*, *catch*, and *chair*, not like *sh*.	99 (catch)	5 (machine)	95
*22.	When *c* is followed by *e* or *i*, the sound of *s* is likely to be heard.	66 (cent)	3 (ocean)	96
*23.	When the letter *c* is followed by *o* or *a* the sound of *k* is likely to be heard.	143 (camp)	0	100
24.	The letter *g* often has a sound similar to that of *j* in *jump* when it precedes the letter *i* or *e*.	49 (engine)	28 (give)	64
*25.	When *ght* is seen in a word, *gh* is silent.	30 (fight)	0	100
26.	When a word begins *kn*, the *k* is silent.	10 (knife)	0	100
27.	When a word begins with *wr*, the *w* is silent.	8 (write)	0	100
*28.	When two of the same consonants are side by side only one is heard.	334 (carry)	3 (suggest)	99
*29.	When a word ends in *ck*, it has the same last sound as in *look*.	46 (brick)	0	100
*30.	In most two-syllable words, the first syllable is accented.	828 (famous)	143 (polite)	85
*31.	If *a*, *in*, *re*, *ex*, *de*, or *be* is the first syllable in a word, it is usually unaccented.	86 (belong)	13 (insect)	87
*32.	In most two-syllable words that end in a consonant followed by *y*, the first syllable is accented and the last is unaccented.	101 (baby)	4 (supply)	96
33.	One vowel letter in an accented syllable has its short sound.	547 (city)	356 (lady)	61
34.	When *y* or *ey* is seen in the last syllable that is not accented, the long sound of *e* is heard.	0	157 (baby)	0
35.	When *ture* is the final syllable in a word, it is unaccented.	4 (picture)	0	100
36.	When *tion* is the final syllable in a word, it is unaccented.	5 (station)	0	100
37.	In many two and three-syllable words, the final *e* lengthens the vowel in the last syllable.	52 (invite)	62 (gasoline)	46
38.	If the first vowel sound in a word is followed by two consonants, the first syllable usually ends with the first of the two consonants.	404 (bullet)	159 (singer)	72
39.	If the first vowel sound in a word is followed by a single consonant, that consonant usually begins the second syllable.	190 (over)	237 (oven)	44

†Words in parentheses are examples — either of words which conform or of exceptions, depending on the column.

*Generalizations marked with an asterisk were found "useful" according to the criteria.

*Generalization		No. of Words Conforming	No. of Exceptions	Per Cent of Utility
*40.	If the last syllable of a word ends in *le*, the consonant preceding the *le* usually begins the last syllable.	62 (tumble)	2 (buckle)	97
*41.	When the first vowel element in a word is followed by *th*, *ch*, or *sh*, these symbols are not broken when the word is divided into syllables and may go with either the first or second syllable.	30 (dishes)	0	100
42.	In a word of more than one syllable, the letter *v* usually goes with the preceding vowel to form a syllable.	53 (cover)	20 (clover)	73
43.	When a word has only one vowel letter, the vowel sound is likely to be short.	433 (hid)	322 (kind)	57
*44.	When there is one *e* in a word that ends in a consonant, the *e* usually has a short sound.	85 (leg)	27 (blew)	76
*45.	When the last syllable is the sound *r*, it is unaccented.	188 (butter)	9 (appear)	95

OKEFENOKEE CURRICULUM CENTER

I. Phonics

A Phonics is best taught in context and must be based on adequate auditory discrimination

B. There is considerable disagreement among reading authorities about the role of phonics in the reading program and the sequence in which phonic generalizations should be taught.

C. Most authorities recommend that the teacher start with initial consonants.

D. The use of phonic generalizations gets the reader close to a word, but it will not give him the exact pronunciation.

E. After the reader has figured out the word using his phonic skills he must check the context to be sure he has the right word.

F. Suggestions for teaching particular phonic skills may be found in many books on the teaching of reading. Note particularly:
Aaron, I. E., Teaching Word Recognition Skills in Georgia Schools
Heilman, Arthur W., Phonics in Proper Perspective

II. Consonants

A. Most reading programs begin with initial consonants: (1) more stable, (2) most have a single sound, (3) most words in beginning materials start with consonants, (4) leads beginning reader to look at beginning of a word first.

1. Sequence depends on the basal series or method of instruction used. Some initial consonant sounds are more utilitarian than others.
2. Introduce the most utilitarian consonant sounds first and concentrate on them. Little attention will need be given to "X", "Z" and other less frequently occurring sounds.
3. You can begin to teach initial consonants when he has three words (eight vocabulary) from which a generalization may be formed.
4. As soon as the consonants in the initial position are mastered, introduce them in medial or final positions.

B. Most consonants are consistent in sound.

C. Following are the most useful generalizations concerning variations in consonant sounds.

1. "s" has three distinct sounds but usually requires little special teaching.
   Example - sun, was, sugar
2. "c" and "g" will have a hard sound before "a", "o" and "u".
   Example - cake, game, circus
3. "c" and "g" will have soft sound before "e", "i" and "y".
   Example - cent, giant
4. The following are the most common consonant digraphs: "th", "ch", "sh" and "wh".
   a. "th" has two sounds
      Example - then, thin
   b. "ch" has three sounds
      Example - chorus, chimney, chef
   c. "sh" has one sound
      Example - ship
   d. "wh" generally has the "hw" sound, but in some dialects, the "h" is silent
      Example - which, wheat, white
   e. When "o" follows "wh" the "w" is silent
      Example - whole

   Note: Since there are few such words they should be taught as sight words.

   Excepting the derivatives of "who" and "whole" most dictionaries list only seven such words.

5. "ph" generally has the sound of "f".
   Example - photo, graph
6. The following consonants are sometimes silent: b, h, k, l, n, p, t.
   Example - comb, heir, knit, folk, condemn, psalm, catch
7. When a word begins with "kn" the "k" is silent.
   Example - knight
8. When a word begins with "wr" the "w" is silent.
   Example - wright

D. The pupil should eventually become familiar with the following consonant blends:
bl, cl, fl, gl, pl, sl, spl
br, cr, dr, fr, gr, pr, tr, scr, spr, str, thr
sc, sk, sm, sn, sp, st, sw, str

II. Vowels

A. The pupil must be able to recognize and reproduce the long and short vowel sounds.

Long Sounds	Short Sounds
ā - bay, make	ă - man, hat
ē - key, tree	ĕ - egg, red
ī - tie, buy	ĭ - pig, stick
ō - coat, go	ŏ - stop, not
ū - music, you	ŭ - fun, jump

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If the pupil (or teacher) pronounces the "u" in words like "tube," "due" and "Tuesday" like the sounds of "u" in the word "blue" or "true," the sound is not long "u."

The schwa ə represents the vowel sound in many unstressed syllables.
Example - lemon, pencil, beaten, canvas, walrus

B. When two vowels come together in a word one of three things is likely to happen.
  1. The first vowel will be long, the second silent. (45%)*
     Example - road, play
     Exception - bread
  2. The two vowels will form a diphthong.
     Example - au, auto
     aw, raw
     oi, oil
     oy, toy
     ou, out
     ought
     ew, few
     Exception - sew
  3. The two vowels will split into two syllables.
     Example - Indian, doing, trial

C. In a closed syllable the vowel is usually short. (56%) *
  Example - dress, splash
  Exception - scold, fight

D. In an open syllable the vowel is usually long. (74%) *
  Example - so, me
  Exception - do

E. When there are two vowels in one syllable, one of which is final "e," the first vowel is usually long and the second silent (63%) *
  Example - pike, rotate
  Exception - done

F. The "r" and "l" give the preceding vowel a sound that is neither long nor short. "r" (78%) *
  Example - stare
  Exception - wire

Note: The above generalization holds also for "w" if "w" is to be considered a consonant. However, it is held that "w" can best be treated as a vowel usually forming a diphtong.

G. In "igh" combination "i" is long and "gh" is silent. (71%) *
  Example - high
  Exception - neighbor

*Percentages represent findings of Clymar, Theodore. "The Utility of Phonics Generalizations in the Primary Grades." The Reading Teacher. 16:252-258.

III. Syllabication

A. In most two-syllable words, the first syllable is accented
   Example - famous
   Exception - polite

B. When a word has the combination of vowel, consonant, consonant, vowel, the word divides into syllables between the two consonants.
   Example - person
   Exception - machine

C. If the first vowel sound is followed by a single consonant or single consonant sound, the consonant or consonant sound goes with the second syllable.
   Example - over
   Exception - oven

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WORD RECOGNITION SKILLS

There are several methods one may use to help identify an unfamiliar word. Hence, the objective of this unit is to be able to identify and
methods
unfamiliar		use several ____________ of identifying ____________ words.

Letter sounds, i.e., using the consonants, vowels, and letter combinations sounds, is one of the best ways of learning to pronounce new words. The dictionary is a very useful tool when learning to use
letter sounds		______________________ in word identification skills.

Another method of identifying an unfamiliar word is breaking the word
syllables		into syllables or parts. When one uses ____________ in learning
to pronounce new words, the rules of syllabication must be known and applied.

The third way of attacking unknown words is by looking for any affixes, i.e., any prefix or suffix in the word. In the word redundant, "re" is a prefix which means "back again". Since the word means
affix		repetitive, then the ____________ system is helpful, not only in
word recognition skills, but in learning word meanings also.

Another way is to locate any small familiar word or words in the large word. For example, in "prototype" one can find the small words of
to
type		____________ and ____________.

Context clues, i.e., how a word is used in a sentence, can also be
context clues		useful in identifying new words. When using ____________ one can
often learn an unfamiliar word by how the word is used in a sentence or where the word is placed in the sentence.

veral (five)		To review, there are ____________ methods which may be helpful

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*Hazel Ballou, Tricks of the Educational Trade, (Morganton, North Carolina: Western Piedmont Community College, July, 1973), pp. 65-66.

unfamiliar
letter sounds
syllables
small words
affix system
context clues

in learning to pronounce ________________ words. These methods include: ________________, ________________, ________________, ________________ and ________________.

To further evaluate your knowledge of this lesson, work the following exercise and turn in your work.

Word	Method (s) of Recognition
1. Ludicrous	________________
2. Laconic	________________
3. Hypochondriac	________________
4. Paraphrase	________________
5. Judicious	________________
6. Prognostication	________________
7. Preponderance	________________
8. Vociferousness	________________
9. Clairvoyant	________________
10. Gregariousness	________________

PROGRAMMED INSTRUCTION

Introduction to Letter-Sound Relationships

This unit is broken into three sections: (1) the Introduction, which will acquaint you with some of the problems involved with the relationship between our written language and the sounds represented by the symbols we use, (2) the Consonant Phonemes of English, and (3) The Vowel Phonemes of English. The last two sections will introduce you to all the "necessary sounds of English and will give you a convenient notation system to represent these sounds. If you master this system, you will be able to "hear" all of the sounds of English and write what you hear using a set of symbols that represent a one-for-one correspondence between the sound and the symbol.

Writing is a method of representing speech by the use of symbols. The English language uses an alphabetic writing system in which the letters stand for sounds. If there was a one-for-one correspondence between the letter and the sound, spelling would be very simple. Unfort-
alphabetic unately, this relationship does not exist. In an __________________
sounds system, letters represent ____________________.

There are twenty-six letters in our language. Yet three of these letters repeat the sounds of other letters. Therefore, we have only twenty-three symbols to represent the sounds of our language. Of the
26, 3 __________________ letters in our alphabet, ____________ are "extra,"
23 leaving only ________________ useful symbols. Yet there are at least thirty-seven sounds in the English language that are necessary for communication.

We simply do not have enough symbols to represent the sounds we
37 use. There are ______________ necessary sounds in the English language.

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*Hazel Ballou, Tricks of the Educational Trade, (Morganton, North Carolina: Western Piedmont Community College, July, 1973), pp. 67-71.

Of course there are many other sounds used in English, but they are variations of the basic 37.

The three letters in our alphabet that are represented by other letters are q, x, and c. The letter q has the sounds of k + w: x has the sounds of k + s; and c is pronounced either s as in cent or k as
q, x — in coy. The three extra letters in English are ________, ________,
c — and ________. Not only are there not enough symbols in English to represent the sounds, but many of the sounds of English are represented by more than one symbol. For example, the letter a represents at least eight sounds: dame, fare, pan, father, ball, pillage, lunar , opera.
sound — This shows the lack of correspondence between letter and ____________.
On the other hand, the sound represented by ee in feet is spelled e in me: ae in Caesar; eo in people: ea in beat; ei in deceive: oe in amoeba; ie in relieve; i in ravine; ey in key: and ay in quay. This
spelling — shows the lack of correspondence between ________________ and sound.

The examples above were chosen to represent the irregularity of English spelling. Luckily these are extreme examples; otherwise English would be useless as a writing system. Yet we are able to read aloud with little trouble. And when we meet a new word in reading, we can usually pronounce it. If all English were as irregular as the examples
writing — in the preceding paragraph, English would be useless as a ____________
system — ________________.

A number of systems have been invented which help students see the correspondences between letters and sounds. These systems may be called phonics, phonetics, or phonemics. Phonics refers to any of a large number of systems used in the teaching of beginning reading. Unfortunately, every writer seems to have his own system. Systems
phonics — used in the teaching of reading are called ______________ systems.

Phonetics refers to the science of phonology which tries to show every
possible difference in speech sounds in any language. There are
thousands of such sounds used and phonetics is a very complex science.
The most complex system used to show the correspondence between letters
phonetics and sounds is called ______________.

Phonemics refers to a simplified "phonetic"system which limits
the number of symbols to the sounds of one language, and only the
sounds of that language which signal a difference in meaning. The
system which limits its symbols to the sounds which signal a difference
phonemics in meaning is called ________________. In this system a phoneme
is a symbol representing a small family or class of similar sounds.
A symbol representing a small family or class of similar sounds is
phoneme called a __________________. There are thirty-seven phonemes that
37 represent the sounds of English. There are _____________ sounds in
English. Other phonemes are used to represent intonation patterns and
stress.

Review

alphabetic English uses an _______________ writing system in which letters
sounds 37 represent ________________. There are ______________ sounds (or
phonemes bundles of sounds) called _______________ in English. Many of the
phonics systems which are used in the teaching of reading are called ____________
systems. The science which attempts to catagorize all sounds is called
phonetics _________________. The system which limits the number of symbols to
phonemic those sounds which signal a difference in meaning is called a _____________
phonemes system. The individual sounds in such a system are called _______________

THE CONSONANT PHONEMES OF ENGLISH

Of the thirty-seven sounds (actually bundles of sounds) called
phonemes in English, twenty-four are consonants. In the phonemic system,

there is a one-for-one correspondence between the sound and the symbol. Of the twenty-four symbols used in the phonemic alphabet, seventeen are represented by the regualr letters of the alphabet. There are

24, 37 ____________ consonant phonemes in English. In all there are ____________ phonemes representing all the sounds necessary for communication in English.

Examples of the seventeen phonemes represented by the regular letters of the alphabet are listed below. Examples are given of these sounds in initial, medial, and final positions (if these positions occur in English). Note that the sound of each "letter" is slightly different in each of the three positions. Also note that phonemic symbols are identified as such by double slash marks.

	Initial	Medial	Final		Initial	Medial	Final
/p/	pit,	apple,	sip	/z/	zOO,	choosey,	ooze
/b/	big,	cabby,	cab	/m/	mat,	clammy,	cam
/t/	tap,	catty,	cat	/n/	gnat,	canny,	can
/d/	dab,	caddie,	cad	/l/	lass,	Sally,	Sal
/k/	cat,	tacky,	tack	/r/	rot,	sorry,	tar
/g/	gat,	baggy,	tag	/y/	yacht		
/f/	fat,	taffy,	laugh	/w/	watt		
/v/	vat,	covey,	love	/h/	hot		
/s/	sap,	classy,	pass				

Note that for the last three "consonants", i.e., y, w, h. no example is given for medial and final positions. When these sounds occur in these positions, they are more like vowels than consonants and are usually classed as semivowels.

Review

24, 17 Of the ____________ consonant phonemes, ______________ are represented by regular letters of the alphabet. The three "consonants"

y, w that do not occur in medial or final positions are ________, _________,

h, semivowels and _________. These three sounds are usually classed as __________.

Examples of the seven consonant phonemes that are represented by symbols other than those in the regular alphabet are given below:

	Initial	Medial	Final	
/θ/	thigh,	ether,	teeth	(/θ/)
/đ/	thy,	either,	teethe	(/ð/)
/š/	shack,	mashie,	cash	(/š/)
/ž/	_____,	measure,	rouge	(/ž/)
/č/	chap,	patchy,	patch	(/č/)
/ǰ/	Jack,	badges,	cadge	(/ǰ/)
/ŋ/	_____,	slangy,	slang	(/ŋ/)

Note that /ž/ and /ŋ/ do not occur in initial position in English. These sounds may occur in initial position in languages other than English.

APPENDIX K

Law Word List

ABANDON: to give up or leave with no intent to reclaim.

ABANDONMENT: The act by which a right or property is relinquished, with intent not to reclaim; desertion.

ABATE: to stop or reduce.

ABATEMENT: the suspension of a legal proceeding.

AB INITIO: a Latin phrase meaning "from the beginning."

ABROGATION: The annulment or repeal of a law.

ABSTRACT OF TITLE: the historical record of the documents affecting the title to a piece of real property.

ACCESSORY: one who, though not a direct participant, aids or encourages the commission of a crime.

ACCEPTANCE: an indication by a person to whom an offer has been made that he agrees to the offer.

ACCESSORY AFTER THE FACT: one who, knowing a crime has been committed, helps the criminal evade arrest or capture.

ACCESSORY BEFORE THE FACT: one who counsels, induces, or commands another to commit a crime.

ACCOMMODATION PAPER: Promissory notes or other negotiable instruments signed or indorsed, without consideration, for the benefit of one other than the accommodation indorser.

ACCORD AND SATISFACTION: an agreement in which one of the parties to a contract agrees to accept a lesser sum of money or performance and thereby releases the other party from further obligation.

ACKNOWLEDGMENT: a sworn statement before an authorized officer that an instrument is genuine and that the person making the statement did execute the instrument.

ACQUITTAL: a judicial discharge; a verdict of not guilty.

ACTION: A court proceeding to determine the legal rights of the respective parties.

ACTION OF MANDAMUS: civil action, under common law, to force performance by an official.

ACT OF GOD: Any occurance which takes place without the intervention or aid of man.

ADJUDICATION: The act of a court in deciding a case.

ADMINISTRATOR: A person appointed by the court to settle the estate of a deceased person who has left no valid will.

ADVERSE POSSESSION: the occupancy of real property in spite of the fact that another person holds title to the land. If such possession continues for 20 years, legal title can be claimed by the one holding possession.

ADVERTISEMENT: an invitation to trade. The advertiser invites the reader or listener to come and make an offer.

AFFIDAVIT: a written statement signed and sworn to before some person authorized to take an oath.

AFFINITY: legal relationship based upon marriage; kindred by marriage.

AFFIRM: to ratify, confirm, a solemn promise to tell the truth under the penalty of perjury.

AGENCY: the relationship brought about when one person is authorized to represent another person before third parties.

AGENCY SHOP: a union contract provision requiring that nonunion employees pay to the union the equivalent of union dues in order to retain their employment.

AGENT: a person authorized to contract for another.

ALEATORY: Depending on an uncertain event or contigency as to both profit and loss.

ALLEGATION: a statement to be proven in a legal action; an unsupported claim.

ALLONGE: a strip of paper which is attached to a negotiable instrument to receive further indorsements when there is no room for additional indorsements on the back of the instrument itself.

ALIBI: proof that one was elsewhere at the time of the commission of the act.

ALIEN: a citizen of one country residing in another country.

ALIENATION OF AFFECTIONS: the act of stealing the affections of another man's wife or another woman's husband.

ALIMONY: an allowance for her support, given by a husband to his wife, after a legal separation or divorce. (In some circumstances, may be given to husband by wife).

ALTERATION: a material change in a written contract made by one party without the consent of another.

AMBIGUITY: an expression whose meaning can be taken in two or more ways.

ANNEXATION: attachemnt of personal property to realty in such a way as to make it become real property.

ANNUITY: an amount of money payable yearly until death of recipient.

ANNUITY POLICY: a kind of savings that provides for annual payments to an insurance company for a period of years; at the end of this period, the insurance company makes regular payments to the insured.

ANNUL: to cancel, destroy, or make void.

ANNULMENT: a decree by a court declaring that a marriage never existed from its beginning.

ANSWER: a written statement of the defendant's position.

ANTICIPATORY BREACH: in a contract, when the promisor refuses to perform prior to the time required, and the refusal is accepted as a breach by the promise.

APPEAL: the taking of a case to a higher court following a judgment by a lower court.

APPELLATE COURT: a court of review.

APPRAISE: setting the value on, as goods; estimating the amount of a loss.

APPROVAL (TRIAL) SALE: a sale in which possession passes to the buyer immediately but title does not pass until he gives his approval or until the approval period expires, if he still retains the goods.

APPURTENANCES: with reference to land, any right that goes with the land in a deed or lease.

ARBITRATION: the settlement of disputed questions, whether of law or fact, by one or more arbitrators by whose decision the parties agree to be bound.

ARRAIGNMENT: the part of a criminal proceeding when a person charged with a crime is brought before the court and advised of the charge against him.

ARREARS: any money due and unpaid.

ARSON: the malicious burning of another's dwelling house and, by statute, any structure.

ARTICLES OF COPARTNERSHIP: a written agreement forming a partnership.

ASSAULT: a threat by one person to inflict physical injury upon another, causing reasonable fear that the threat will be carried out.

ASSESSMENT: a charge placed against real property for an improvement, such as paving the street in front of the property.

ASSENT: agree, the act of agreeing.

ASSETS: all the property owned by a person or business.

ASSIGN: to transfer to another.

ASSIGNEE: the party to whom rights under a contract are transferred.

ASSIGNMENT: the transfer of rights under a contract.

ASSIGNOR: the party who transfers his rights under a contract to another.

ATTACHMENT: a seizure, usually of goods, authorized by a court pending the outcome of a case.

ATTEST: to bear witness to; to certify as to the truth and genuineness of a document.

ATTESTATION: signing of a written instrument as a witness for the purpose of evidencing its validity.

ATTORNEY IN FACT: one who is appointed by another, with the authority to act for him.

AUCTION: a sale in which goods are put up for competitive bidding from prospective buyers and sold to the person making the largest bid, or offer.

AUCTIONEER: the party who conducts an auction sale and acts as an agent for the seller.

AWARD: a decision of arbitrators or referees.

BAD CHECK LAWS: laws making it a criminal offense to issue a bad check with intent to defraud.

BAIL: the security given for the release of a prisoner to guarantee his later appearance in court.

BAILEE: the person who gets possession of goods in a bailment.

BAILEE'S LIEN: the right to hold goods in a mutual benefit bailment until payment is made for services rendered.

BAILMENT: a contract by which one person transfers possession of his personal property to another, to be held for a certain purpose and to be returned when that purpose has been accomplished.

BAILOR: the person who gives up possession of goods in a bailment.

BANK DRAFT: a check drawn by a bank on funds that it has on deposit in another bank.

BANKRUPT: a person who owes more that he owns and who either asks to be declared a bankrupt or has committed an act of bankruptcy as described in the federal bankruptcy laws.

BANKRUPTCY: a proceeding under federal law dealing with the property and debts of a person who is unable to pay his debts.

BARGAIN AND SALE DEED: a document conveying title to real property for a money consideration, but giving no warranties with respect to title or use of the land.

BARTER: an exchange of goods for goods.

BATTERY: the unlawful touching or striking of one person by another.

BENCH WARRANT: an order for the arrest of a person issued by a judge.

BENEFICIARY: (1) a person who is entitled to the income or enjoyment of property, the title to which is held by another as trustee. (2) the person to whom a life insurance policy is payable. (3) a person who receives a gift under a will.

BEQUEST: property left to another in a will.

BEQUEATH: to give personal property to another by will.

BIGAMY: the crime of having two spouses.

BILL OF EXCHANGE: a draft. (a check is one form of a draft)

BILL OF LADING: a document given by a common carrier, representing both a receipt for the goods shipped and a contract for the shipment.

BILL OF PARTICULARS: a statement of details attached to a claim in a lawsuit.

BILL OF SALE: a written contract, generally under seal, transferring personal property from one person to another.

BINDER: a written memorandum issued for property insurance to show that the insurance company temporarily accepts the risk.

BLACKMAIL: the crime of extorting money from a person by threats of bodily harm, humiliation, or legal prosecution.

BLANK ENDORSEMENT: an endorsement showing only the name of the endorser. It makes the instrument payable to anyone who has possession of it.

BLUE-SKY LAWS: state statutes designed to protect the public from the sale of worthless stocks and bonds.

BOARDINGHOUSEKEEPER: a person who furnishes lodging and board to permanent guests.

BODILY INJURY INSURANCE: insurance protecting the insured against claims for injury to (or death of) persons involved in an accident caused by the insured's car.

BONA FIDE: (latin) in good faith.

BOND: a sealed instrument, of a corporation, public or private, by the terms of which one party agrees to pay another a certain sum, either absolutely or upon certain conditions.

BONUS: a premium paid beyond strict legal right, for benefits received or for a loan.

BREACH OF CONTRACT: a violation of the terms of a contract by one of the parties.

BRIEF: the written statement of the case presented to the judge by a lawyer.

BULK SALES: a type of sale in which the entire stock-in-trade as a unit is sold, as when a business is selling out.

BURDEN OF PROOF: the responsibility for proving the facts in dispute in a lawsuit.

BURGLARY: the crime of breaking and entering a house for the purpose of committing a crime.

BUSINESS TRUST: a form of business organization in which the owners of the property to be devoted to the business transfer the title of the property to trustees with full power to operate the business.

BYLAWS: the rules adopted by a corporation for its operation.

CAPITAL: net assets of a corporation.

CAPITAL CRIME: a crime for which the punishment is death.

CASHIER'S CHECK: a check drawn by a bank on its own funds.

CAUSE OF ACTION: the thing which is done which gives one party the right to bring legal action against another.

CAVEAT EMPTOR: "Let the buyer beware." An old axiom of the common law which required the purchaser to be on his guard in buying goods that might be inferior in quality.

CAVEAT VENDITOR: (Latin) "Let the seller beware."

CERTIFICATE OF DEPOSIT: a certificate issued by a bank, certifying to the deposit, by the person named, of a stated sum of money payable to his order.

CERTIFICATE OF INCORPORATION: a document filed with the state when a corporation is formed.

CERTIFIED CHECK: a check upon which the bank guarantees payment and for which it sets aside money from the drawer's check.

CHALLENGE: the right of a party to a lawsuit to object to a juror during the selection of the jury.

CHANCERY: a court of equity, as distinguished from a court of law.

CHAMBERS: the private room of the judge in the court house.

CHARTER: a document issued by the state authorizing the formation of a corporation.

CHATTEL: any article of personal property, distinguished from real property.

CHECK: a draft in which a depositor orders his bank to pay, out of funds that he has on deposit, a sum of money to a third party.

CIRCUMSTANTIAL EVIDENCE: circumstances surrounding an event from which facts can be inferred.

CIVIL LAW: as opposed to criminal law, the body of law governing disputes between individuals.

CLIENT: one who employs a lawyer.

C.O.D.: cash on delivery; terms of sale under which the buyer does not get possession of the goods until he has paid the carrier for them.

CODE: a systemized collection of laws.

CODICIL: a formally executed addition to a will, by which the testator makes some addition, alteration, or retraction.

COERCION: the use, or threat of use, of physical force to restrain or force another's actions.

COHABITATION: the act of a man and woman living together as husband and wife.

COINSURANCE CLAUSE: a clause in fire insurance providing that the insured assume a portion of the risk.

COLLATERAL SECURITY: separate obligations, usually stocks or bonds, given as security for the performance of an agreement or the payment of money.

COLLISION INSURANCE: insurance protecting the insured against loss due to damamge to his own car by collision or upset.

COLLUSION: an agreement between two or more persons to commit a fraud.

COMAKER: a person who with another signs a negotiable instrument on its face and thereby becomes primarily liable for its payment.

COMMERCIAL PAPER: a written evidence of debt, such as bills, notes, and checks, used in business transactions.

COMMISSION MERCHANT: a bailee to whom goods are consigned for sale.

COMMON CARRIER: a person or company that transports goods or persons for anyone who may desire such service.

COMMON LAW: that segment of law which deals primarily with decisions of federal and state courts, concerning customs, usages, trade practices, and other matters not included in contitutional law or statutory law.

COMMON STOCK: ordinary ownership in a corporation; having voting rights, but not having certain privileges of preferred stock.

COMPETENT PARTIES: persons of legal age, not prevented by law from exercising their legal rights (as criminals, the insane, etc. are prevented).

COMPLAINT: the document prepared by the attorney for the plaintiff which sets forth his client's cause of action.

COMPOSITION: an agreement whereby creditors accept a part of the debts in full payment.

COMPREHENSIVE INSURANCE: insurance protecting the insured against loss to his own car from many risks, excluding upset and collision, but including fire, windstorm, flood, theft, and acts of vandalism.

COMPROMISE: the settlement of claim by mutual allowances.

CONCEALMENT: the act of hiding a material fact or facts by a party to a contract from another party who should be told.

CONDEMNATION: the act by which a governmental agency takes private property for public use.

CONDITIONAL ENDORSEMENT: an agreement which makes the right of the endorsee to receive payment contingent upon the happening or non-happening of a certain event.

CONDTIONAL SALES: a type of sales by which possession of the goods is given to the buyer, but the title is retained by the seller until the performance of a condition, usually the payment of the purchase price.

CONFLICT OF LAWS: the body of law that determines the law of which state is to apply when two or more states are involved in the facts of a given case.

CONSIDERATION: an act or promise in return for an act or promise from another party.

CONSANGUINITY: relationship by blood.

CONSIGNEE: the party to whom a shipment of goods is to be delivered.

CONSIGNMENT: the giving of goods by one person to a second person to be sold for the first person.

CONSIGNOR: the person who delivers goods to a carrier for shipment.

CONSPIRACY: a combination of two or more persons to commit an illegal act.

CONSTITUTION: a body of basic principles stating the powers and limitations of an organization and the ways those powers are to be exercised.

CONSTITUTIONAL LAW: the body of law dealing with the organization of a government and the exercise of its power.

CONTEMPT OF COURT: disobedience of the rules and order of the court.

CONTINGENCY CLAUSE: a clause in contract stating what is to be done under certain circumstances.

CONTINGENT BENEFICIARY: the person to whom the proceeds of a life insurance policy are payable in the event that the primary beneficiary dies before the insured.

CONTRA: opposite or contrary.

CONTRACT: an agreement between two or more parties which creates one or more obligations which, if not performed, may be enforced in a court.

CONTRACT FOR WORK (LABOR) AND MATERIALS: a contract involving goods that are made especially for the buyer and that cannot be sold in the ordinary course of the seller's business.

CONTRIBUTORY NEGLIGENCE: an act on the part of the plaintiff which is held to be partly responsible for his injury.

CONVERSION: the unauthorized appropriation or destruction of the property of another, or the unauthorized alteration of its nature.

CONVEYANCE: an instrument transferring title to real property from one person to another.

COOLING-OFF PERIOD: a procedure designed to avoid strikes by requiring a specified period of delay before the strike may begin during which negotiations for a settlement must continue.

COOPERATIVE: a group of two or more persons or enterprises that act through a common agent with respect to a common objective; as buying or selling.

COPYRIGHT: the grant by the government of an exclusive privilege to print and dispose of a designated writing.

CORPORATION: a business formed by means of a charter from a state.

CORPUS DELICTI: (Latin) "the body of the crime." It is the legal term for the actual evidence that proves a crime was committed.

COST PLUS: a method of determining the purchase price or contract price by providing for the payment of an amount equal to the costs of the seller or the contractor to which is added a stated percentage as his profit.

COUNTERCLAIM: a claim brought by the defendant against the plaintiff as part of his defense against the plaintiff's action.

COUNTEROFFER: a conditional or qualified acceptance of an offer.

COVENANT: a contract or a clause relating to real property.

COVERAGE: the total extent of the risks covered in an insurance policy.

CREDITOR: the person to whom a debt is owed.

CRIMINAL LAW: the body of law dealing with the punishment of persons who have committed offenses against society.

CROSS-EXAMINATION: the examination made of a witness by the attorney for the adverse party.

CURTESY: the life estate given by law in some states to the husband in all real property owned by his wife at the time of her death.

DAMAGES: the sum allowed by law as compensation for an injury or loss caused by another.

DEBTOR: the person who owes a debt.

DECEDENT: a deceased person.

DECEIT: an intentional misrepresentation that is meant to defraud another party.

DECISION: an official finding of a court.

DECLARATORY JUDGMENT: a procedure for obtaining the decision of a court on a question before any action has been taken or loss sustained. It differs from an advisory opinion in that there must be an actual, imminent controversy.

DECREE: a court of equity judgment or order comparable to a common-law court judgment.

DEED: a formal written document granting title to real property.

DE FACTO: existing in fact, as distinguished from existing in law.

DEFAMATION: the crime of injuring one's reputation by false statements either orally or in writing.

DEFAULT: the failure to appear and defend an action in court. Also the failure to perform some duty or obligation.

DEFENDANT: the person against whom an action, either civil or criminal, is brought.

DEFENSE: a plea against payment made by a party sued on a negotiable instrument; an answer to a legal action.

DEL CREDERE: (Italian) the term applied to an agent who guarantees his principal that if the buyer does not pay for goods sold on credit, the agent will pay.

DEMURRAGE: the charge made by a common carrier for the failure of the consignee to unload goods within a specified time.

DEMURRER: a pleading that may be filed to attack the sufficiency of the adverse party's pleading as not stating a cause of action or a defense.

DEPONENT: a person who swears to the truth of information given by him.

DEPOSITION: the testimony of a witness taken out of court before a person authorized to administer oaths.

DESCENT: the passing of an estate by inheritance and not by will.

DEVISEE: the person to whom real property is left in a will.

DEVISOR: the person who leaves real property to another in a will.

DICTUM: an opinion expressed by a court which is not necessary in deciding the question before the court.

DIRECTED VERDICT: a direction by the trial judge to the jury to return a verdict in favor of a specified party to the action.

DISAFFIRM: to repudiate a voidable contract.

DISCHARGE: the act by which a person is freed from a legal obligation.

DISHONOR: the nonpayment of a negotiable instrument when it is presented for payment, or the nonacceptance of a negotiable instrument when it is presented for acceptance.

DISMISS: a procedure to terminate an action by moving to dismiss on the ground that the plaintiff has not pleaded a cause of action entitling him to relief.

DIVIDENDS: those profits of a corporation distributed to the stockholders.

DIVORCE: the severing of marriage ties, effected by court judgment.

DOCKET: a list of actions ready for trial.

DOMESTIC BILL OF EXCHANGE: a draft drawn in one state and payable in the same or another state,

DOMICILE: that place where a man has fixed his habitation, not for a temporary purpose, but to which whenever he is absent he has the intention of returning.

DOWER: the right which the law gives a widow in her husband's real property.

DRAFT: an instrument in which one party orders a second party to pay a fixed sum of money to a third party.

DRAWEE: the party ordered to pay a draft.

DRAWER: the party who prepares a draft.

DUE PROCESS OF LAW: the constitutional rights guaranteeing every person a fair trial in any legal proceeding.

DURESS: any force or compulsion which causes a person to act in a manner contrary to his will.

EARNEST: the payment of part of the purchase price to bind a sale.

EASEMENT: a right-of-way for a specific purpose over land belonging to another.

EJECTMENT: an action in law to regain possession of real property from one who holds it unlawfully.

ELEEMOSYNARY CORPORATION: a corporation organized for a charitable or benevolent purpose.

EMANCIPATION: the freeing of a minor child from the control of his parents.

EMBEZZLEMENT: the fraudulent appropriation of money or goods by one to whom they have been entrusted.

EMINENT DOMAIN: the right of a government to appropriate the private property for public use upon payment of just compensation.

ENDORSEMENT: a means of transferring negotiable instruments; a change or addition to an insurance policy.

ENDORSER: the person who transfers a negotiable instrument by writing his name on the back of the instrument.

ENDOWMENT POLICY: a life insurance policy providing for a specified period of years; if the insured dies before the end of the time specified, the face value is paid to the beneficiary; if the insured is still living, the face value is paid to the insured.

EQUITABLE: just, fair, right.

EQUITY: a branch of law that grants relief for injury when no other adequate relief is available.

EQUITY OF REDEMPTION: the right of a mortgagor to redeem his property after a default has been suffered, by paying the debt with interest and costs.

EROSION: the loss of land through a gradual washing away by tides or currents, with the owner losing title to the lost land.

ESCHEAT: a common-law word indicating some act by which land reverted to the feudal lord instead of passing on to the heirs of the owner. Later, it was used to describe the return of land to the state if no heirs to the property could be found.

ESCROW: delivery of a deed or other instrument to a third person, to be held until the performance of some act or the happening of some event.

ESTATE: the interest or right that one has in property.

ESTATE IN FEE SIMPLE: the largest estate possible in which the owner has the absolute and entire property in the land.

ESTOPPEL: that which prevents a man from denying or affirming certain facts because they are contrary to a previous claim, admission, or course of action.

EVICTION: the legal expulsion of a tenant from his premises.

EXCEPTION: an objection, as an exception to the admission of evidence on the ground that it was hearsay; the exclusion of particular property from the operation of a deed.

EXECUTION: the completion of an instrument, or the performance of an act; a legal writ directing an officer to carry out a judgment.

EXECUTOR: the person appointed in a will to carry out the terms of the will.

EXECUTORY: still to be performed, as an executory contract.

EXEMPLARY DAMAGES: damages in excess of compensation, given to punish the defendant for the supposed mental anguish caused the plaintiff.

EXONERATION: removal of a charge or responsibility; an equity existing between secondary parties and the primary party.

EXPERT WITNESS: one who has acquired special knowledge in a particular field through practical experience, or study, or both, which gives him a superior knowledge so that his opinion is admissible as an aid to the court.

EX POST FACTO LAW: (Latin) "after the fact." A law which would punish a person for an act that was not a crime when he did it.

EXPRESS WARRANTY: a stated promise by a party to a contract to be responsible for anything that is not as represented in the contract.

EXTORTION: the unlawful taking of money which is not due him by an official under cover of authority.

EXTRADITION: the process by which a fugitive from one state is returned to another state for prosecution.

FACTOR: an agent appointed by his principal to sell goods delivered to him on a commission basis.

FAILURE OF CONSIDERATION: the failure of a party to a contract to perform his obligation.

FEE SIMPLE: the highest estate which can be held in the land.

FELONY: a crime of a serious nature, such as murder or robbery.

FIDELITY INSURANCE: insurance protecting the insured against loss due to the dishonesty of another, generally an employee or an agent.

FIDUCIARY: one who holds a position of trust and has rights and powers which he must exercise for the benefit of another.

FIXTURE: a personal property that has been permanently attached to real property and that has become a part of it.

FLOATER: an insurance policy covering loss of or damage to personal property.

F.O.B.: free on board; a term used in shipping to indicate when title passes to the buyer. If terms are F.O.B. Shipping Point, title passes to the buyer when the goods are delivered to the common carrier for shipment; the buyer must pay the transportation costs. If terms are F.O.B. Destination, title passes to the buyer when the goods are delivered to him; the seller pays the transportation costs.

FORECLOSURE: a proceeding in law against a property owner who has failed to meet the obligation of a mortgage loan or other lien.

FOREIGN CORPORATION: a corporation incorporated under the laws of another state.

FORFEITURE: the loss of some right or privilege.

FORGERY: the execution of an instrument by signing another person's name to it.

FRANCHISE: a right given by a government to a person or company to operate in certain areas or to use public property for private business.

FRAUD: an intentional misrepresentation or concealment of facts in order to cause another party to act.

FRIENDLY FIRE: a fire that does not become uncontrollable nor escape from the place where it is intended to be.

GARNISHMENT: a proceeding in law by which an employer is required to collect a portion of the salary of an employee for the payment of a debt.

GENERAL AGENT: a person empowered to transact all the business of another.

GENERAL PARTNER: a member of a partnership participating in the management of the business and having unlimited financial liability for its debts.

GIFT CAUSA DE MORTIS: gift given with the giver's belief of his impending death, which can be revoked upon his survival.

GIFT INTER VIVOS: "between living people." A voluntary transfer of property without consideration.

GOODS: personal property; inanimate objects; articles of merchandise.

GOODWILL: the established reputation of a business which induces customers to deal with it.

GRACE PERIOD: a period generally of 30 or 31 days after the due date of a premium of life insurance in which the premium may be paid.

GRAND JURY: a body of from 12 to 23 persons legally empowered to make investigations and hear evidence to determine whether a criminal charge should be brought against an individual.

GUARANTY (CONTRACT OF): a contract whereby one person agrees to be responsible to another for the payment of a debt or the performance of a duty by a third person.

GUARDIAN: one who has legal custody of the person or property of a minor or other incompetent.

HABEAS CORPUS: (Latin) a writ issued by a court, commanding a person who detains another to produce the person detained at a certain place and time, in order that the court may determine if the detention is lawful.

HEARSAY EVIDENCE: testimony, not of what a witness knows personally, but of what he has heard said by others.

HEDGING: the making of simultaneous contracts to purchase and to sell a particular commodity at a future date with the intention that the loss on one transaction will be offset by the gain on the other.

HEIR: a descendant who takes an estate by inheritance.

HEREDITAMENT: anything that is capable of being inherited.

HIDDEN SERVICE CHARGE: a service charge not stated as a separate item but included in the total.

HOLDER: the person who has possession of a negotiable instrument.

HOLDER IN DUE COURSE: a holder who may obtain better rights in an instrument than the person who transferred the instrument to him. He must receive a complete instrument for value, in good faith, and without knowledge of defect.

HOLDOVER: a tenant who retains possession of real property after the expiration of a lease, without signing a new lease.

HOLOGRAPHIC: written in one's handwriting, as a holographic will.

HOMICIDE: the taking of a human life.

HOSTILE WITNESS: a witness that is unfriendly to the side that calls him.

HUNG JURY: a petty jury that has been unable to agree upon a decision.

IMMATERIAL EVIDENCE: evidence that is unnecessary and unimportant in deciding an issue before the court.

IMMUNITY: the protection given a witness against prosecution in return for the information which he gives.

IMPLIED WARRANTY: an unexpressed warranty for which the seller is liable under the law.

INCOMPETENT PARTY: a person whose contracts are not enforceable against him.

INCONTESTABILITY CLAUSE: a clause in a life insurance policy providing that, after the policy has been in force for a specified period, the insurance company cannot void the agreement, even if the representations made by the insured when the policy was issued were false.

INCUMBRANCE: a mortgage or a lien on real property, or a claim against it.

INDEMNITY an agreement by one person to secure another against loss or damage that the latter may suffer upon the happening of a specified event.

INDENTURE: a sealed agreement between two or more parties.

INDICTMENT: a criminal charge brought against a person by a grand jury.

INDORSEMENT or ENDORSEMENT: the signature made on the back of a negotiable instrument by the one who owns it.

INFANT: a person not of full legal age.

INFORMATION: an accusation made by a private citizen or a law officer against a person accusing him of committing a crime.

INJUNCTION: a court order restraining someone from performing a certain act.

INHERITANCE: property received by an heir.

INNKEEPER: a person who provides lodging to all transients who arrive in proper condition and are willing to pay for their accommodations.

IN PARI DELICTO: (Latin) "In equal guilt." An accomplice is said to be in pari delicto with the one who committed the act.

INSOLVENCY: the state of not being able to pay one's debts.

IN STATUS QUO: (Latin) in the same position.

INSTRUMENT: a written document.

INSURABLE INTEREST: a financial interest that a certain person may insure because he would suffer financial injury through its damage or loss.

INSURED: a person who has insurance.

INSURER: a person who issues insurance; an insurance company.

INTERLINEATION: a writing between the lines.

INTERNATIONAL BILL OF EXCHANGE: an instrument made in one nation and payable in another.

INTERSTATE: between two or more states or between places or persons in different states.

INTERSTATE COMMERCE: commerce beeween the states.

INTESTATE: a person who dies without leaving a valid will.

IN TRANSITU: (Latin) in transit

INTRASTATE: wholly within one state.

INTRASTATE COMMERCE: commerce within one state.

INVALID: unenforceable; void.

ISSUE OF FACT: a dispute over what happened.

ISSUE OF LAW: a dispute over the legal effect of what happened.

IRREVOCABLE: something which cannot be lawfully rescinded.

JOINT TENANCY: the situation in which two or more persons have the same interests in property with the right of survivorship; that is, when one person dies, the other party or parties obtain his share.

JUDGMENT: a determination in a court of law of the legal rights and obligations of the litigants.

JUDGMENT BY DEFAULT: a judgment rendered on the plaintiff's evidence alone because the defendant failed to answer the summons or appear.

JUDICIAL SALE: a sale made under order of court by an officer appointed to make the sale or by an officer having such authority as incident to his office.

JURISDICTION: the right of a court to hear and give judgment on a legal action.

JURISDICTIONAL DISPUTE: a dispute between two rival labor unions which may take the form of each claiming that certain work should be assigned to it.

L.S.: Locus sigilli, the place of a seal.

LACHES: unnecessary delay in enforcing a right or claim.

LARCENY: the crime of stealing anything of value.

LAST CLEAR CHANCE: the rule that if the defendant had the last clear chance to have avoided injuring the plaintiff, he is liable even though the plaintiff had also been contributorily negligent.

LAW MERCHANT: a collection of rules and customs developed among the merchants in the Middle Ages and later adopted into the common law.

LEADING QUESTION: a question which suggests the desired answer to the witness, or assumes the existance of a fact which is in dispute.

LEASE: a contract granting the use of real property for a definite period in consideration of the payment of rent.

LEGACY: a gift of personal property in a will.

LEGAL TENDER: coins and currency of the United States.

LEGATEE: a person to whom personal property is left in a will.

LESSEE: the tenant under a lease.

LESSOR: the landlord under a lease.

LETTERS OF ADMINISTRATION: authority granted by a probate court to a person to settle the estate of a person who died without leaving a will.

LETTERS TESTAMENTARY: authority granted by a probate court to a person named in a will as executor to settle the estate and to carry out the provisions of the will.

LEVY: to raise money to satisfy a judgment; a fine or a tax.

LIABILITY INSURANCE: insurance protecting the insured against claims for damages suffered because of the negligence of the insured.

LIBEL: an untruthful publication or writing tending to injure the reputation of another.

LICENSE: a permit issued by a government allowing someone to perform certain acts.

LIEN: a right against specific property as security for a debt.

LIFE ESTATE: a right to the use of real property which terminates on the death of the user or on the death of another person upon whom the life estate is based.

LIMITED PARTNERSHIP: a partnership in which at least one partner has a liability limited to the loss of the capital contribution that he has made to the partnership, and such a partner neither takes part in the management of the partnership nor appears to the public to be a partner.

LIMITED-PAYMENT POLICY: a life insurance policy providing for the payment of premiums for only a specified period of years and providing for payment of the face value to the beneficiary whenever the insured dies.

LIQUIDATE: to sell; to pay.

LIQUIDATED DAMAGES: an agreed-upon amount which is to be paid in the event of breach of a contract.

LIS PENDENS: (Latin) "litigation pending." A notice filed in the appropriate county office indicating a certain piece of property is the subject of litigation.

LITIGATE: to contest in court.

LITIGATION: a suit at law for the purpose of enforcing a right.

LIVERY OF SEIZIN: a common law term for the ceremony by which real property was conveyed.

MAGISTRATE: a title given to a judge of a lower court.

MAJORITY: the state of having reached legal maturity (in most states, age 18).

MAKER: the person promising to pay a promissory note.

MALFEASANCE: an act which is wrongful in itself, which the doer had no right to do.

MALICE: spiteful or malevolent intent to cause harm, a reckless disregard for law.

MALICIOUS PROSECUTION: the bringing of a civil or criminal action against a person without probable cause.

MANDAMUS: (Latin) "we command." A court order requiring a public officer to carry out the duties of his office.

MANSLAUGHTER: the taking of a human life without malice or intention to do so.

MARTIAL LAW: government exercise by a military commander over property and persons not in the armed forces.

MATURITY: the day on which a commercial paper becomes due.

MEASURE OF DAMAGES: a principle used to determine the compensation for injuries.

MECHANIC'S LIEN: a lien on real property created by a person who has done work to improve the property.

MEDIATION: the act of a third person to settle the dispute of two contending parties.

MEDICAL PAYMENTS INSURANCE: insurance covering medical expenses resulting from injury to the driver and occupants of the insured's car.

MERCHANT: a person dealing with goods of a specific kind and having a special knowledge about goods of this kind.

MERGER OF CORPORATIONS: a combining of corporations by which one absorbs the other, and continues to exist preserving its original charter and identity, while the other corporation ceases to exist.

MINOR: a person below the legal age of maturity (in most states, 18).

MISDEMEANOR: a minor crime, such as speeding or disorderly conduct.

MISREPRESENTATION: a false statement of fact although made innocently without any intent to deceive.

MONEY ORDER: a special kind of draft issued by post offices, banks, and express and telegraph companies.

MORAL LAW: the rules of right behavior.

MORAL TURPITUDE: moral corruption which affects society in general.

MORATORIUM: a temporary suspension.

MORTGAGE: the transfer of interests in property for the purpose of making a debt secure without giving up possession of the property.

MORTGAGEE: the person to whom a mortgage is given (the lender of the money secured by the mortgage).

MORTGAGOR: the person who gives a mortgage (the borrower of the money secured by the mortgage).

MUTUAL ASSENT: the free and intentional agreement or apparent agreement of the parties to the same conditions.

MUTUAL MISTAKE: a mistake on the part of each of the parties having to do with the same matter.

NATURALIZATION: the process by which an alien becomes a citizen of the United States.

NATURAL LAW: the law of reason.

NECESSARIES: those essentials which every person needs to exist such as food, shelter, and clothing.

NEGLIGENCE: failure to use such care as the law requires under the particular circumstances which failure results in injury to another.

NEGOTIABLE INSTRUMENTS: checks, notes, drafts, or bills of exchange which can be used as a means of exchange and credit in place of money.

NOMINAL DAMAGES: a judgment by the court that the plaintiff has had a wrong committed against him, but has suffered no real damages.

NOMINAL PARTNER: a person who in fact is not a partner but who holds himself out as a partner or permits others to do so.

NON COMPOS MENTIS: (Latin) "of unsound mind." Usually used to describe the condition of a person which deprives him of knowing the consequences of his act.

NONSUIT: abandonment or renunciation of an action by the plaintiff or a decision against him because he was unable to establish a case.

NOTARY PUBLIC: an authorized officer of the state who attests a deed or any other written statement to establish its authenticity.

NOTICE OF PROTEST: a formal notice that a commercial paper has been dishonored.

NOVATION: the substitution by consent of all the parties, of a new debt or obligation for an old debt, whereby the latter is cancelled.

NUISANCE: the use of one's property in such a way as to cause damage, annoyance, or discomfort to his neighbors.

NUNCUPATIVE WILL: an oral will which is invalid unless made by a soldier or sailor in actual military service or by a mariner at sea.

OATH: a solemn attestation of the truth of that which is asserted.

OBITER DICTUM: a statement by the court on legal matters that are not directly involved in the case at hand.

OBJECTION: a formal protest made by an attorney in a trial to indicate disapproval of a question that has been asked by the opposing attorney.

OBLIGATION: a duty.

OCCUPATION: taking and holding possession of property; a method of acquiring title to personal property which has been abandoned.

OFFER: a proposal which creates a legal obligation if accepted. The first step in the formation of a contract.

OFFEREE: the person to whom an offer is made.

OFFEROR: the person making an offer.

OPTION: an agreement to keep an offer open for a specified time in return for a consideration.

ORDINANCE: a law passed by the legislative body of a county, city, town, or village.

OUTLAWED: placed outside the protection of the law; barred by the Statute of Limitations.

OWNERSHIP: title, right to possess and enjoy property.

PAR VALUE: the face value of a share of stock as printed on a stock certificate.

PARDON: an executive act (governor or president) which releases a convicted person from punishment for the crime he has committed.

PAROL: verbal; oral; by word of mouth.

PAROL EVIDENCE: evidence given orally by a witness in a trial.

PAROLE: the release of a prisoner on his word to obey the law.

PARTITION: the division of property between co-owners so that each may own his share individually.

PARTNER: a member of a partnership.

PARTNERSHIP: the relationship between two or more persons who join together to share the profits and losses of a business enterprise.

PATENT: a grant of an exclusive right, given by the government to an individual.

PAWNBROKER: a person licensed to lend money on goods deposited with him.

PAYEE: the party to whom a negotiable instrument is to be paid.

PERFORMANCE: the carrying out of the terms of the contract.

PERJURY: the crime of willfully giving under oath, false testimony as to some material matter in a legal or judicial proceeding.

PERSONAL PROPERTY: any property other than land and not permanently attached to land.

PER SE: in through, or by itself.

PERSON: a term that includes both natural persons, or living people, and artificial persons, as corporations, which are created by acts of government.

PERSONALITY: any personal property, as distinguished from realty.

PETIT JURY: a trial jury, usually consisting of 12 persons, with the duty of determining the facts at issue and rendering a verdict.

PICKETING: in labor law, the placing of members of a union, usually with signs, in such a manner as to convey their grievances to others.

PLAINTIFF: the person who brings a legal suit against another.

PLAGIARISM: the act of appropriating the ideas or writings of another and passing them off as one's own.

PLEADINGS: the written statement of the claims and defenses of the parties to a court action.

PLEDGE: personal property left with a lender as security for the repayment of a loan.

POLLING THE JURY: the process of inquiring of each juror individually in open court as to whether the verdict announced by the foreman of the jury was agreed to by him.

POST-DATE: to date an instrument later than the date on which the instrument was actually made.

POWER OF ATTORNEY: a written instrument in which the principal empowers the agent to make contracts and act for him.

PRECEDENT: a court decision in the past that is used as a pattern for the present and future.

PREFERRED STOCK: ownership in a corporation with preference over common stock as to dividends and to assets in the event of dissolution, but usually with no voting rights.

PREMIUM: the consideration paid for insurance.

PRESENTMENT: the act of presenting an instrument for payment.

PRESUMPTION: an inference as to the truth or falsehood of a fact drawn from the existance of other known facts.

PRESUMPTION OF INNOCENCE: the presumption that a person accused of crime is innocent until it is shown that he in fact is guilty of the offense charged.

PRETRIAL CONFERENCE: a conference held prior to the trial at which the court and the attorneys seek to simplify the issues in controversy and to eliminate matters not in dispute.

PRIMA FACIE EVIDENCE: evidence deemed by law to be sufficient to establish a fact, if the latter is not controverted.

PRIMARY BENEFICIARY: the person designated as the first one to receive the proceeds of a life insurance policy.

PRINCIPAL: the person who authorizes another to contract for him in an agency relationship.

PRINCIPLE: a fundamental truth or doctrine, as a principle of law.

PRIVATE CARRIER: a person or company that transports goods or persons under individual contracts.

PRIVILEGED COMMUNICATION: a communication by a client to his attorney in professional confidence and which the attorney is not permitted to divulge. A few states recognize this privilege in such cases as doctor-patient and priest-penitent.

PRIVITY: joint and private knowledge with another.

PROBABLE CAUSE: the good reason for believing that a crime has been committed and the basis for an arrest in a criminal proceeding.

PROBATE: the legal procedure of determining that a certain document claimed to be the will of a deceased person is valid and properly executed.

PROCESS: a writ or order of a court generally used as a means of acquiring jurisdiction over the person of the defendant.

PROMISSORY NOTE: a written, unconditional promise to pay a certain sum of money on demand or at a definite time.

PROMOTER: one who originates, furthers, and organizes the formation of a corporation.

PROOF: the establishment of a fact by evidence.

PROOF OF LOSS: a written listing of insured losses suffered.

PROPERTY DAMAGE INSURANCE: insurance protecting the insured against claims for damage to another car or to other property in an accident caused by the insured's car.

PRO RATA: (Latin) in proportion.

PROXY: the person appointed to represent another or to vote in his place; also applied to the instrument by which a stockholder of a corporation appoints another to represent or vote for him.

PROSECUTOR: the state or district attorney who represents the people of the state.

PUBLIC CARRIER: a common carrier of persons.

PUBLIC LIABILITY INSURANCE: see liability insurance.

PUBLIC OFFER: an offer made to the general public, as the offer of a reward for the return of a lost article.

PUBLIC UTILITY: a business that performs duties for the benefit of the public, as a telephone company.

PUNITIVE DAMAGES: damages in excess of those required to compensate the plaintiff for the wrong done, which are imposed in order to punish the defendant because of the particularly wanton or willful character of this wrongdoing.

PURCHASER IN GOOD FAITH: a person who purchases without any notice or knowledge of any defect of title, misconduct, or defense.

QUALIFIED ACCEPTANCE: an acceptance of a draft that varies the order of the instrument in some way.

QUALIFIED ENDORSEMENT: an endorsement by which the endorser limits his obligation.

QUANTUM MERUIT: (Latin) "according to what he deserves." When one person does work for another, and there is no agreement as to the amount he is to be paid, the amount is determined "quantum meruit," or the reasonable value of the services.

QUASI: (Latin) as if; almost; resembling.

QUIET ENJOYMENT: the right to peaceably enjoy one's right to real property.

QUITCLAIM DEED: a deed conveying only the interest that the grantor may have in the property.

QUORUM: that number of persons required to be present at a meeting in order to transact business.

RAPE: the crime of sexual intercourse, by a man with a woman who is not his wife, without her consent.

RATIFICATION: the approval of an act which theretofore had not been binding.

REAL EVIDENCE: tangible objects that are presented in the courtroom as proof of the facts in dispute or in support of the theory of a party.

REAL PROPERTY: land and anything permanently attached to it.

REBATE: a discount; reduction; sometimes handed back to the payer after he has paid the full amount.

REBUTTAL: evidence given at a trial designed to counter the evidence produced by the other side.

RECEIVER: a person appointed by a court to take and hold property during litigation or until it is determined who is entitled to the property.

RECEIPT: written evidence that an obligation has been discharged in full or in part.

RECISION: the canceling of a contract.

REDEMPTION: the buying back of one's property after it has been lost as a pledge or sold by the court to satisfy a debt.

REDRESS: to correct; to make right; receiving satisfaction for an injury sustained.

REFEREE: a person appointed by a court to hear and decide a disputed matter.

REFEREE IN BANKRUPTCY: a referee appointed by a bankruptcy court to hear and determine various matters relating to bankruptcy proceedings.

REGISTRATION OF TITLES: a system, generally known as the Torrens systems, of permanent registration of title to all land within the state.

RELEASE: the surrender of a claim or of a right of action to the person against whom the claim or right exists; an instrument evidencing such surrender.

REMEDIES: actions to which one may resort where there has been a breach of contract, such as, rescinding (giving up), taking to court, demanding damages, etc.

REMOTE DAMAGES: damages which were in fact caused by the defendant's act but the possibility that such damages should occur seemed so improbable and unlikely to a reasonable man that the law does not impose liability for such damages.

REPLEVIN: a legal action for the purpose of recovering possession of personal property wrongfully taken or held.

REPOSSESSION: the recovering of possession of goods by an unpaid seller in a conditional sale.

REPUDIATE: to reject; to renounce a right, duty, obligation, or privilege.

REPUTATION: the opinion generally held in a community regarding a person. It is distinguished from character which is what the person really is.

RESCIND: to cancel a contract.

RESCISSION OF CONTRACT: the annulment of a contract by one or both of the parties thereto.

RESERVATION: in making a conveyance, the making and keeping of a previously non-existant right, by the grantor.

RES IPSA LOQUITUR: (Latin) "the thing speaks for itself." A doctrine applied in negligence cases where proof of the accident is sufficient to establish the negligence of the defendant.

RESPONDENT: a title given to the defendant in a proceeding in equity. Also, the one required to answer an appeal from a judgment.

RESTRAINT OF TRADE: the limitation of competition.

RESTRICTIVE COVENANTS: covenants in a deed by which the grantee and his transferees become obligated to fefrain from doing specified acts.

RESTRICTIVE ENDORSEMENT: an endorsement restricting the further negotiation of an instrument.

RETAINER: the act of a client in employing an attorney.

REVERSIBLE ERROR: an error or defect in court proceedings of so serious a nature that on appeal the appellate court will set aside the proceedings of the lower court.

REVERSION: the return of real property to the original owner or his heirs after the termination of some temporary grant.

REVOCATION: the recalling of an offer, power, privilege, promise, or instrument.

REWARD: a sum of money offered to be paid to anyone for the performance of some act.

RIDER: an attachment to an insurance policy, modifying the printed policy.

RISK: the possibility of loss against which insurance is taken.

ROYALTY: the compensation paid to the owner of certain types of property, such as manuscripts, compositions, or inventions, for the use of such property.

RUNNING WITH THE LAND: a covenant runs with the land when it passes to the new owner with the transfer of the real estate.

SS: an abbreviation for the Latin word scilicet, "let it be known." Often used on legal documents.

SALE: the transfer of title to property for a price.

SALVAGE: compensation to persons by whose efforts ships or their cargoes have been saved from the perils of the sea; property saved from the perils of the sea.

SATISFACTION PIECE: an instrument acknowledging that the claim between plaintiff and defendant has been satisfied.

SCOPE OF EMPLOYMENT: the area within which the employee is authorized to act with the consequence that a tort committed while so acting imposes liability upon the employer.

SEARCH WARRANT: a warrant issued to an officer authorizing him to search a place for evidence of crime.

SECURITY DEPOSIT: money deposited by a tenant with the landlord to insure the tenant's faithful performance of the lease.

SELLER'S PUFF: a statement of opinion made to convince a customer to buy something.

SENTENCE: the judgment of a court in a criminal case.

SET-OFF: a claim growing out of some other transaction, which a defendant sets up against the present claim of the plaintiff.

SEVERED REALTY: real property that has been cut off and made movable, as by cutting down a tree, and which thereby loses its character as real property and becomes personal property.

SHORT-RATE TABLE: a table in an insurance policy showing the amount of the premium that will be returned if the insured cancels.

SIGHT DRAFT: a draft payable whenever it is presented to the drawee.

SIGNATURE: a written, printed, typewritten, or rubber-stamped name, sign, or mark written by a person himself, or by his proper agent.

SILENT PARTNER: a member of a partnership who does not take an active part in the management of the business.

SINKING FUND: a fund established for the payment of the interest and principal of a loan.

SITDOWN STRIKE: a strike in which the employees remain in the plant and refuse to allow the employer to operate it.

SLANDER: the injury to a person's reputation by false statements about him.

SOLE PROPRIETORSHIP: a person who owns a business by himself.

SOLVENCY: the state of being able to pay one's debts.

SPECIAL AGENT: a person empowered to act for another in only certain kinds of transactions.

SPECIAL ENDORSEMENT: an endorsement making an instrument payable to a particular party.

SPECIAL DAMAGES: damages that do not necessarily result from the injury to the plaintiff but at the same time are not so remote that the defendant should not be held liable for them.

SPECIALTY: a contract under seal.

SPECIFIC GOODS: goods selected in a sale.

SPECIFIC PERFORMANCE: a remedy for breach of contract under which the party committing the breach is ordered to carry out the agreement according to the original terms.

SQUATTER: a person who settles upon the land of another without authorization.

STARE DECISIS: the principle that the decision of a court should serve as a guide or precedent and control the decision of a similar case in the future.

STATUS QUO: original position prior to the making of a contract.

STATUTE: a law enacted by the legislature.

STATUTE LAW: the body of law enacted by legislatures.

STATUTE OF FRAUDS: a law requiring that certain contracts must be in writing to be enforceable.

STATUTE OF LIMITATIONS: a law which prevents the bringing of an action if it is not begun within a certain time after the cause has accrued.

STIPULATION: a material condition or article in an agreement.

STOCK: the ownership of a corporation divided into shares.

STOCKHOLDER: a person who owns stock in a corporation.

STRAIGHT (ORDINARY) LIFE INSURANCE: a life insurance policy providing for the payment of premiums throughout the life of the insured.

STRICT TORT LIABILITY: liability imposed for harms caused by inherently dangerous goods.

SUBLETTING: the leasing of part of all of leased property be a lessee (tenant) to another.

SUBPOENA: a court order directing a person to appear in court as a witness.

SUBROGATION: the granting of rights in property to a person who has paid for the loss of the property.

SUBSCRIBE: to write under; to sign at the bottom or end of a writing.

SUBSTANTIAL PERFORMANCE: the equitable doctrine that a contractor substantially performing a contract in good faith is entitled to recover the contract price less damages for noncompletion or defective work.

SUMMARY JUDGMENT: court judgment, based on written evidence, showing insufficient basis for the claim of the defense.

SUMMONS: a court order directing a person to appear in court to answer a charge or complaint brought against him.

SUPREME LAW: the United States Constitution is the supreme law in those cases where the power is expressed or implied in the federal constitution. In all other cases a state constitutional provision would be the supreme law. When a conflict arises between the United States Constitution and a state constitution, each is the supreme law in its own area of power.

SURETYSHIP: an agreement whereby one person obligates himself to pay the debt of another in case of the debtor's failure to do so.

SURROGATE: a judge who has jurisdiction in the probate of wills, the administration of estates, and the appointment of guardians.

TALESMAN: a person summoned to act as a juror.

TARIFF: the rate charged by a common carrier for transportation.

TAX DEED: a deed issued by an officer of the law, which conveys the title of the owner of a piece of property to the person who purchases the property at a sale for nonpayment of taxes.

TAX LIEN: a claim against real property for the nonpayment of taxes on the property.

TENANT: the person who rents or leases real property from the landlord.

TENDER: an unconditional offer to carry out one's obligations under a contract.

TERM POLICY: a life insurance policy providing for the payment of premiums for a specified time and providing for payment of the face value to the beneficiary only if the insured dies during this time.

TERMINATE: to finish, to end, to complete.

TESTAMENTARY CAPACITY: the mental ability sufficient to make a will.

TESTATOR: one who makes a will or testament.

TESTIMONY: oral evidence given by a witness under oath.

TIME DRAFT: a draft payable at a specified future time.

TITLE: the right of ownership in property.

TORT: a civil wrong other than a breach of contract.

TRADE ACCEPTANCE: a draft drawn by a seller on a purchaser in consideration of goods being sold.

TRADE SECRETS: secrets of any character peculiar and important to the business of the employer that have been communicated to the employee in the course of confidential employment.

TREASURY STOCK: stock that has been in circulation but that has come back to the corporation, either by purchase or by gift.

TRESPASS: a tort involving interference with another's property, as crossing another's land without permission.

TROVER: a legal action to recover the value of property wrongfully taken by another.

TRUE BILL: the indictment issued by a grand jury after it has been indorsed by the foreman of the jury.

TRUST: an interest in property, held by one person for the benefit of another.

TRUSTEE: a person appointed to liquidate a bankrupt's property and distribute the money realized to the creditors.

ULTRA VIRES ACT: an act of the corporation beyond its powers.

UNDERWRITER: one who insures; an insurer.

UNDUE INFLUENCE: improper use of power over the mind of another causing the latter to make contracts or gifts which he otherwise would not make.

UNDISCLOSED PRINCIPAL: a principal on whose behalf an agent acts without disclosing to the third person the fact that he is an agent nor the identity of the principal.

UNENFORCEABLE: not enforceable against either party because of insufficient proof or lack of certain requirements such as a writing.

UNFAIR COMPETITION: the wrong of employing competitive methods that have been declared unfair by statute or an administrative agency.

UNIFORM LAW: any one of a number of proposed laws that have been approved by the National Conference of Commissioners on Uniform Laws.

UNISSUED STOCK: shares of stock authorized by the corporation charter but not issued (made available for sale).

UNIVERSAL AGENT: an agent authorized by the principal to do all acts that can lawfully be delegated to a representative.

UNOCCUPIED BUILDING: a furnished building whose inhabitants are temporarily away.

UNPAID SELLER'S LIEN: the right of a seller to retain goods that have not been paid for and for which the credit period has expired.

USURY: the charging of a rate of interest on a loan which is higher than that permitted by law.

UNWRITTEN LAW: that portion of the law not found in constitutions, statutes, or ordinances. Most of the "unwritten law" is written in the cases.

VACANT BUILDING: an unfurnished building.

VACATE: to annul, set aside or cancel an act.

VALID: having legal strength or force, lawful, binding.

VALUE RECEIVED: a phrase often used in connection with negotiable instruments to indicate that the paper has been given for some consideration.

VENDEE: the buyer of goods.

VENDOR: the seller of goods.

VENUE: the place where the cause of action took place or the court which has jurisdiction to try a case.

VERBATIM: (Latin) word for word.

VERDICT: the decision of a jury.

VERIFY: to fix, determine, or establish a fact by use of a statement under oath.

VERSUS: (Latin) against, abbreviated vs. or v.

VESTED: fixed; settled; not subject to being defeated; a legal right of present or future property enjoyment.

VOID: unenforceable; invalid.

VOIDABLE: that which may be rendered void, usually at the election of one party to a contract.

WAIVER: the surrender of a right to which one is entitled by law.

WAREHOUSE RECEIPT: a document issued by a warehouseman for goods being stored.

WARRANTY: an agreement by a party to a contract to be responsible for anything that is not as represented in the contract.

WARRANTY DEED: a deed containing guarantees by the grantor that certain facts are true and that certain things will be done.

WILL: a document in which a person provides for the disposition of his property after his death.

WATERED STOCK: stock issued by a corporation as fully paid when in fact it is not.

WORKMEN'S COMPENSATION INSURANCE: insurance protecting an employer against claims by his employees for injuries sustained on the job.

WORKS OF CHARITY: in connection with Sunday laws; acts involved in religious worship or aiding persons in distress.

WORKS OF NECESSITY: in connection with Sunday laws, acts that must be done at the particular time in order to be effective in saving life, health, or property.

WRIT: an order issued by a court, commanding the performance of an act.

ZONING LAWS: a regulation, frequently an ordinance, restricting or permitting certain types of improvements or uses of land in specified areas.

APPENDIX L

Machine Shop

MACHINE SHOP WORD LIST

1.	Borematic	A machine for sizing holes using a single point tool.
2.	Drill Grinder	A machine for renewing the angular cutting edge of a drill bit.
3.	Drill Press	A machine to hold and rotate the drill bit which is pressed into the metal by hand or power.
4.	Gear Hob	A machine for cutting teeth on gears by the milling method.
5.	Gear Shaper	A machine for cutting teeth on gears by the shaper (reciprocating) method.
6.	Gear Shaver	A machine to finish gear teeth to very close tolerances.
7.	Jig Borer	A machine for drilling and boring holes to very close tolerances.
8.	Grinder	A machine to remove excess metal by bringing it in contact with an abrasive wheel.
9.	Honing Machine	A machine for finishing holes to close tolerances and a high surface finish.
10.	Lathe	A machine in which the workpiece is held and rotated while being formed by a stationary tool.
11.	Metal Shears	A heavy duty machine for cutting metal (straight line).
12.	Milling Machine	A machine which shapes the surface of metal by passing it beneath revolving cutter (s).
13.	Rockwell Tester	A small hand operated machine for testing hardness of metal.
14.	Screw Machine	An automatic machine for making small circular parts in large quantities.
15.	Shaper	A machine which removes metal by passing a reciprocating tool over a stationary workpiece.
16.	Tape Controlled Machine	Any machine where movements are controlled by a programmed tape.
17.	Thread Grinder	A machine used for forming precision threads with a V shaped grinding wheel.
18.	Tool and Cutter Grinder	A machine for sharpening the cutting edges of lathe tools, milling machine cutters, etc.
19.	Tracer Lathe	A machine which forms a part identical to the shape of the template used.
20.	Turret Lathe	A metal turning machine having 6 to 14 tool stations.

1.	Box Mill	A turret lathe toolholder that has a cutting tool and rolls to support the material being turned.
2.	Brinnel Tester	An instrument used to test hardness of material such as cast iron and steel in annealed state.
3.	Carbide	A very hard metal alloy, having a very high resistance to heat, used for metal cutting tools.
4.	Chuck	A holding and driving device for work and/or cutting tools.
5.	Diamond Wheel	A special grinding wheel impregnated with diamond particles used for grinding extremely hard materials, such as carbide.
6.	Die Head	A quick acting device used for cutting screw threads.
7.	Dividing Head	A workholding device used to make equally spaced cuts. (such as teeth in a gear)
8.	End Mill	A light milling cutter made to cut on its end as well as its periphery.
9.	Fixture	A workholding device used most often with milling machines when many parts of the same likeness are to be made.
10.	Gage Blocks	Highly precision blocks finished to tolerances of about 5 million parts of an inch and used to compare very accurate measurements.
11.	Height Gage	An instrument used in inspection work to measure and compare measurements.
12.	Jig	A workholding and tool guiding device used most often with the drill press for production of like parts.
13.	Micrometer	Precision measuring instrument, graduated to measure to 1/1000 part of an inch and may be had to measure to 1/10,000 part of an inch.
14.	Optical Comparator	An instrument used in inspection work and operated by projecting an enlarged view on a screen in shadow. Sometimes called shadowgraph machine. Other optical comparators are different types of indicators used in conjunction with gage blocks.
15.	Precision Square	An instrument used in inspection and setup to check squareness of work pieces and machine alignment.
16.	Profilometer	An instrument used to check surface finish.
17.	Reamer	A tool used to produce a smooth finish and an accurate sized hole in metal.
18.	Rockwell Tester	An instrument used to test hardness of material up to hardness of cutting tools.

19.	Scale	Machinists rule that is precision graduated.
20.	Sine Bar	An instrument used with gage blocks to measure angles to less than 1 minute of a degree.
21.	Swivel vise	A devise used with drill press and milling machine for holding work pieces.
22.	V-Blocks	Precision ground blocks having v-grooves for locating and holding cylindrical objects.
23.	Vernier Caliper	Precision measuring instrument to measure to 1/1000 part of an inch.
24.	Vernier Protractor	Precision measuring instrument to measure angles to within 5' (5 minutes) of a degree.

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APPENDIX M

Mathematics

MATHEMATICS WORD LIST

abscissa
characteristic
complementary
coordinates
cosecant
cosine
cotangent
coterminal
exponential
extraneous

trigonometric
identities
inequalities
infinite
interpolation
inverse
irrational
logarithmic
logarithms
mantissa

meridian
oblique
ordinate
parallax
parallel
quadrants
radian
reciprocal
rectangular
secant

similar
simultaneous
supplementary
sine
tangent
variable
vector
algebraic
literal
instantaneous

angle
depression
elevation
obtuse
axiom
binomial
coefficient
coordinate
decibel
denominator

discriminant
equation
evaluate
exponent
hypotenuse
imaginary
independent
megunit
multiplicand
numerator

parentheses
polynomial
quadratic
radical
radicand
schematic
sexagesimal
subscripts
subtrahend
tangent

trigonometry
quotient

APPENDIX N

Mechanical Engineering

MECHANICAL WORD LIST

rigid
vectors
friction
kinematics
trusses

castings
hydraulic
conveyor
couplings
ejector
flowmeter
stators
processing
spectrometers
mining
coordination

radiation
isotope
mparisons
trasonic
dielectric
deflection
coplanar
couplings
profile

space
composition
velocity
lathe
automation
batching
solenoid
photoelectric
cleated
crimping
capacitors
ultrasonic
soldering
incentives
sampling
maintenance
dispatching
blending
plastics
statistics
shadograph
vibration
flowmeter
deflection
eccentrically
lateral
resultants
complex
finite
motion

matter
components
centroids
polar

boring
continuous
pneumatic
elevating
drivmatic
rectifiers
castings
welding
television
insulation
lacquering
foundry
optical
plated
supervisors
shielding
univac
turret
shearing
cylinder
modulus
spherical
conic
synthesis
computation

force
resultant
curvilinear
potential
analog
broaching
computers
simplification
foundry
descaling
switchgear
forging
grading
feedback
magnaflux
fluorescent
mechanization
ozalid
programmed
corporation
shuttle
utilities
turntable
intermediate
elastic
torsion
helical
curvature
miter
loam

time
amount
kinetic
rigid
asbestos
cams
compressed
vacuum
integrated
depreciation
circuit
grenades
sorting
infrared
tubing
key punch
mica
piercing
quality
disposal
security
carbide
tracer
fatigue
limit
buckle
uniform
digital
module
loose

direction
deterrents
fulcrum
scalar
attitudes
carbide
coded
vertical
magnetic
data
cutting
rotors
grounded
devices
billing
preventive
milling
patents
punching
verifier
analyzer
carbon
tote
design
fillet
neutral
slender
ellipse

surface

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MECHANICAL ENGINEERING WORD LIST

1.	Architects Scale	A scale utilizing the principle of proportional reductions in size so that a foot in the actual structure will be drawn on paper to a much smaller proportion or size such as 1/4" equals 1 foot. A ruler triangular in shape.
2.	Assembly Drawings	A drawing of the machine or structure put together showing correct position of each part as well as other assembly information.
3.	Auxiliary View	An auxiliary view is one in which one or more surfaces are inclined and a true view of this surface is shown by projecting perpendicular projection lines off the inclined surface.
4.	Bisector	To divide an angle or line into two equal parts.
5.	Bore	A machine shop term meaning to enlarge a hole with a boring tool as in a lathe or boring mill. Especially used for larger accurate holes.
6.	Cams	An eccentric or irregular shaped machine part capable of producing irregular motion.
7.	Chamfer	The surface formed by cutting away the angle formed by two faces of a piece of stone, or the like.
8.	Charts, Graphs and Diagrams	These are graphic plots for the analysis of engineering data or the presentation of statistics.
9.	Chill Casting	To harden the surface of cast iron by sudden cooling against a metal mold.
10.	Cold-work	To deform metal stock by hammering, forming, drawing, etc. while the metal is ordinary room temperature.
11.	Conveyors	The moving of materials from one section of a plant to another by means of belts and buckets of varying lengths. Belts are operated by rollers, motor, etc.
12.	Core	Usually made of sand and baked. It is used to form the hollow part of a casting by inserting in a sand mold.
13.	Degree	The 360th part of the circumference of a circle.
14.	Detail Drawings	A drawing of a single piece showing all necessary information for the manufacture of this piece.
15.	Die Castings	A machine part made of metal formed by forcing molten metal into closed dies with great pressure, producing stronger and more accurate castings.
16.	Drop-Forgings	A metal part formed by heating slabs of metal and hammering with steam or drop hammers into the required shape.
17.	Elevation	A drawing term denoting a view seen by a man with his line of sight parallel with the level of the ground and perpendicular to the front plane of the object viewed. Example: Front view (elevation) of a dwelling house.

18.	Engineers Scale	A triangular shaped ruler containing 3 sides which is divided in scales that are multiples of 10, and used by civil engineers.
19.	Erection Drawing	A drawing of a building or other structure showing how the parts fit together. Applies mainly to Architectural and Structural.
20.	Extruded Shapes	The forcing of hot metal through restricted die areas, (Openings in steel) thus forming both short and long parts of a desired shape.
21.	Freehand Drawings	A drawing made without the aid of a straight edge or any other drafting instruments, similar to an artists drawing.
22.	Front View	A view of any object shown below the top view or adjacent either side view. Also known as the shape seen on the frontal plane of an object with the line of sight perpendicular to the plane.
23.	Gears	A circular machine element usually having teeth which fit an adjoining gear wheel to transfer rotary motion.
24.	Hot-work	To form metal stock by hammering, forming, drawing, etc., while the metal is heated to a plastic state.
25.	Interference	The difference in size between mating parts when the male part is greater than the corresponding internal dimension of the female part.
26.	Laminating	A process consisting of impregnating filler sheets of paper, cloth or asbestos and thermosetting resins. (form of plastics)
27.	Optical Comparator	A measuring instrument which magnifies the profile and shows imperfections in machine parts in checking.
28.	Perpendicular	A line which is drawn intersecting another line or surface at an angle of 90 degrees.
29.	Perpendicular Bisector	To divide a line into two equal parts with the divider line forming an angle of 90 degrees with the line divided.
30.	Pictorial Drawings	These are drawings which resemble an artists conception of an object and only one view is needed in a pictorial type of drawing.
31.	Plan	A top view of an object. Example: Floor plan of a house showing walls, room sizes, etc.
32.	Press Stampings	Parts formed by stamping parts from a thin sheet of metal by heavy press machinery. (Similar to the way you would cut out cookies with a cookie cutter).
33.	Quality Control	Inspection and dimensional control of manufactured parts to insure accurate, high quality, duplicate work.
34.	Quantity Control	A technical science which has to do with speed, cost, handling of materials, plant layout and production line study which insures the lowest cost of manufacturing and handling of industrial products.

35.	Sandblast	To clean castings or forgings by means of sand driven through a nozzle by compressed air.
36.	Sand Castings	A metal such as iron or steel which is formed by heating to a molten state and pouring into a mould, thus forming a machine part.
37.	Schematic Drawing	Usually a straight line diagram showing parts and components by a simplified symbol rather than an actual picture of the parts of components. Examples: Electronic and piping schematics.
38.	Screw Threads	A common mechanical device consisting of a continuous helical rib or ridge which is screwed onto a similar thread. i.e. screws, bolts, nuts.
39.	Section View	Any view in which a portion of the object is imagined to have been removed to show interior portions of the object. These views are cross hatched with parallel diagonal lines showing the solid parts of the object which have been cut.
40.	Side View	A view of an object adjacent either to the top or front views with the line of sight perpendicular to the plane.
41.	Sweat	To join metals together by clamping together with solder between and applying heat.
42.	Title Block	A ruled off portion usually located in the bottom right hand corner of a drawing giving such information as: name of part, company name, address, scale and any other necessary information such as drawing number, etc.
43.	Tolerance	The amount of possible error that can be allowed in manufacturing a part to size.
44.	Top View	A view of an object seen directly over it and with your line of sight perpendicular to the top plane of projection.
45.	Turn	To shape or fashion in a lathe.
46.	Working Drawings	Drawings made with instruments showing necessary information to make or assemble an object.

APPENDIX O

Medical Word List

MEDICAL WORD LIST

Science that Deals with the Study of the Body

Anatomy (a nat o my) Form and structure of living organisms

Physiology (phys i ol o gy) Function of various parts and organs of living organisms

Pathology (pa thol o gy) Study of the alternations produced by disease; study of disease

Embryology (em bry ol o gy) The science of the development of embryos (embryo - a new organism in the earliest stage of development)

Histology (his tol o gy) Microscopic study of the form and structure of the various tissues making up living organisms

Biology (bi ol o gy) Scientific study of living organisms

Preventive Medicine

Microbiology(mi cro bi ol o gy) Study of minute living organisms including bacteria, molds and pathogenic protoza

Communicable Disease (com mu ni ca ble) A term for disease that may be spread from one to another

Specialities of Medicine

Pediatrics (pe di at rics) The medical specialty of care and treatment of children

Gynecology (gy ne col o gy) Medical speciality to treat female problems

Obstetrics (ob stet rics) Medical speciality dealing with the care of pregnant women before, during and immediately after delivery of a baby

Surgery (sur gery) The branch of medicine which treats disease by manual and operative procedures

Surgeon (sur geon) One who does surgery

Eye, Ear, Nose, Throat - Eye, The organ of vision; Ear, The organ of hearing and of equilibrium; Nose, The specialized structure of the face that serves both as organ of smell and as means of bringing air into lungs; Throat, The area including larynx and pharynx

Radiology (ra di ol o gy) The branch of medical science dealing with use of x-rays, radioactive substances and other forms of radiant energy in diagnosis and treatment of disease

Specialities of Medicine (continued)

Roentgenology (roent ge nol o gy) The scientific study of the diagnostic and therapeutic use of x-rays

Urology (u rol o gy) The branch of medicine dealing with the urinary system in the female and genitourinary system in the male

Cardiology (car di ol o gy) Medical speciality pertaining to the heart

Endocrinology (en do cri nol o gy) Study of the glands of internal secretion

Dermatology (der ma tol o gy) The branch of medicine dealing with diseases of the skin

Internal Medicine (in ter nal) The branch of medicine dealing with diseases of the internal organs

Psychiatry (psy chi a try) The branch of medicine dealing with study fo the genesis, diagnosis, prevention and treatment of emotional and mental disorders

Pathology (pa thol o gy) The scientific study of the alterations produced by disease

Orthopedics (or tho pe dics) The art and science of prevention, diagnosis and treatment of diseases and abnormalities of the musculo - skeletal system

Cells, Organs and Structures of the Body

Cell (cell) Smallest unit of living tissue or substance. A definite unit in the organization of living substance, consisting of a small mass of protoplasm with a nucleus and surrounded by a membrane

Chromosome (chro mo some) One of several small darkstaining and more or less rod-shaped bodies which appear in the nucleus of a cell at the time of cell division; contain genes, or hereditary factors, and are constant in number in each species.

Tissue (tis sue) A group or layer of similarly specialized cells, which together perform certain special functions.

Organ (or gan) A structural unit of a plant or animal body that serves a specific function(s).

Skeletal System Anatomy

Bones and Joints
a. Femur (fe mur) Large bone in upper leg
b. Clavicle (clav i cle) Collar bone
c. Humerus (hu mer us) Long bone of the upper arm

Skeletal System Anatomy (continued)

Bones and Joints (continued)

d. Iliac (il i ac) Pertaining to the ilium, the broad upper part of the hip bone
e. Ilium (il i um) Hip bone
f. Intercostal (in ter cos tal) Between the ribs
g. Lumbrosacral (lum bro sac ral) Pertaining to the area of the back or spinal column below the waist to the "tail bone."
h. Maxilla (max il la) Upper jaw bone
i. Myelogenous (my el o gen ous) Produced in bone marrow; made in material in the center of the bone
j. Orthopedics (or tho pe dics) Medical practice pertaining to bones and joints
k. Pelvis (pel vis) The hips - bone formation in a bowl shape supported by the legs and containing the male and female organs and bowels
l. Periosteum (per i os teum) A specialized connective tissue covering all bones and having bone-forming potentialities
m. Radius (ra di us) One of two bones of lower arm
n. Spine (spine) Spinal (spin al) A slender, thornlike process of bone; the vertebral column; backbone
o. Sternum (ster num) Elongated flat bone, forming anterior wall of chest; breastbone
p. Tibia (tib i a) The larger bone of the leg below the knee; skin bone
q. Tubercle (tu ber cle) A small bump on a bone for muscle connection (tendon) or a small lump made by the germ causing tuberculosis
r. Ulna (ul na) One of the two bones between the elbow and the wrist
s. Vertebrae (ver te brae) The segments of the spine

Muscular System

Atonic (a ton ic) Absence of or lack of muscle tone; flabby or weak muscles

Epimysium (ep i my sium) The outer covering of a striated muscle

Myoma (my o ma) Any tumor joined of muscle tissue; a growth or mass of muscle tissue

Myoneural (my o neu ral) Pertaining to the muscle

Phrenic (phren ic) Pertaining to the diaphragm or to the mind; the muscle used in breathing; a dividing line between chest and abdomen

Spastic (spas tic) Spasm (spasm) Sudden, violent, involuntary muscular contraction; short, quick movements; not usually intentional

Integumentary (Skin) System

Dermis (der mis) The true skin or corium

Integumentary (Skin) System (continued)

Epidermis (ep i der mis) The outermost, nonvascular layer of the skin; the top (upper outer) layer of skin

Epithelial (ep i the li al) Refers to cellular substances of skin and mucous membrane; to do with skin cells

Herpes (her pes) Skin disease marked by clusters of small vesicles; little watery blisters; i.e., herpes simplex - fever blisters; herpes zoster-shingles

Ointment (ointment) A semisolid preparation for external application to the body; a paste or cream for the skin, medicine

Vesicle (ves i cle) A small, sac-like cavity; a circumscribed, elevated, fluid containing lesion of the skin; a small blister

Zoster (zos ter) Herpes zoster; shingles

Hair; Nails; Sweat Glands; Breast

Nervous System

Cerebellum (cer e bel lum) Second largest section of brain tissue having to do with voluntary control of muscles and maintaining balance

Cerebrum (cer e brum) The largest portion of the brain; mass of nerve tissue, divided into two hemispheres comprised of eight lobes

Cranial (cra ni al) The skeleton of the head exclusive of face and jaw

Ganglia (gan gli a) A mass of gray substance in the nervous system; a hollow, fluid filled mass (cystic tumor) on a tendon

Neuralgic (neu ral gic) Pain in a nerve

Neuritis (neu ri tis) Inflammation of a nerve; red, sore, swollen nerve

Poliomyelitis (pol i o my e li tis) Inflammation of gray substance of the spinal cord

Psychogenic (psy cho gen ic) Originating in the mind

Sciatica (sci at i ca) Pain and irritation of the large nerve from the hip into the upper leg

Sensory (sen so ry) Pertaining to sensation; a feeling or impression from another nerve; a sensory nerve - one carrying feeling, pain, cold, hot, etc.

Nervous System (continued)

Electroencephalography (e lec tro en cep ha lo graphy) The recording of changes in electric potentials in various areas of the brain by means of electrodes placed on the scalp or on or in the brain itself, and connected to a vacuum tube radio amplifier.

Diseases and Conditions

Alcoholism (al co hol ism) A disease condition caused by too much drinking of alcoholic beverages, with breakdown of physical health and mental and social functioning.

Bacteria (bacte ria) Germs

Cancer (can cer) A malignant tumor; growth of abnormal tissue cells which may spread and invade other parts of the body.

Cholera (chol er a) An infectious disease condition marked by diarrhea and vomiting more commonly occuring in Asia in epidemic conditions

Contagious (con ta gious) Refers to disease which may be easily contacted from persons or objects; direct or indirect contact

Fungus (fun gus) A mold-type growth which may cause disease

Influenza (in flu en za) An active infectious, epidemic disease caused by a filterable virus lasting a few days to one or two weeks

Malignancies (ma lig nan cies) Certain types of disease which steadily get worse or out of control

Mastectomy (mas tec to my) Surgical removal of the breast

Organism (or gan ism) An individual animal or plant usually referred to as a germ

Sporadic (spo rad ic) Appearing or happening at intervals; occasionally

Symptom (symp tom) A noticeable sign of disease, such as fever, pain, swelling, rash, etc.

Tumor (tu mor) An abnormal growth of tissue, swelling or enlargement due to overgrowth of tissue

Virus (vi rus) A minute, infectious agent (disease causing) so small it cannot be seen under a microscope (common cold, flu, measles, chicken pox, etc)

Circulatory and Lymphatic System

Anemia (a ne mi a) A condition characterized by deficiency of either hemoglobin or erythrocytes in circulating blood

Circulatory and Lymphatic System (continued)

Artery (ar te ry) A vessel in which blood flows away from the heart carrying oxygen to tissues

Atrium (atri um) Upper chambers of the heart - right and left of the heart

Capillaries (cap il lar ies) Minute blood vessels between the smallest arteries and veins which carry blood foods to the tissues

Cardiac (car di ac) Pertaining to the heart term meaning heart

Circulation (cir cu la tion) Movement of blood through a system of vessels in a circular pattern in the body

Corpuscles (cor pus cles) A very small blood vessel

Endocardium (en do car di um) A very smooth layer of cells lining the interior of the heart and also forms the heart valves

Hemorrhage (hem or rhage) Bleeding

Hypertension (hy per ten sion) Abnormally high tension; especially high blood pressure

Leukemia (leu ke mi a) Fatal disease with high increase in white blood cells not able to help the body fight infection

Phlebitis (phle bi tis) Inflammation of a vein; swelling, redness and irritation of the vein walls with pain

Plasma (plas ma) The fluid portion of whole blood after the cells (solids) have settled to the bottom

Pulse (pulse) The pressure or impact felt in a vessel caused by blood forced out by contraction of the heart.

Spleen (spleen) A large, gland-like organ located in the upper part of the abdominal cavity on the left side, lateral to the cardiac end of the stomach (makes white blood cells)

Veins (veins) A vessel which carries blood toward the heart

Ventricle (ven tri cle) A small cavity or chamber, as in the brain or heart

Respiratory System

Diaphragm (di a phragm) Muscle dividing chest cavity from abdominal cavity used in breathing

Digestive (Gastrointestinal) System (Continued)

Hemorrhoids (hem or rhoids) An enlarged blood vessel of the rectum (lower bowel)

Genitourinary (Urinary and Reproductive) System

Bladder (blad der) A membranous sac into which urine drains through the ureters

Kidney (kid ney) One of two glandular organs in the mid-back area (lumbar) that secretes urine

Ureter (u re ter) The tubular organ through which urine passes from kidney to bladder

Urine (u rine) The fluid secreted by the kidneys, stored in the bladder and discharged through the urethea

Fallopian (fal lo pi an) Tube A passageway through which the ovum passes and where it may be fertilized on the way to the uterus (passageway - egg to womb)

Fertilization (fer ti li za tion) Union of male and female elements, leading to development of new individual

Fetus (fe tus) The developing young in the uterus; name for human baby from seventh to ninth week of pregnancy until birth

Gonorrhea (gon or rhe a) A disease of the sex organs caused by neisseria gonorrhea; spread by sexual contact or blood of those with disease

Hormone (hormone) Body chemical made in a gland for a special function; ie, estrogen made in ovary for female sex development

Hysterectomy (hys ter ec to my) Removal of the uterus by surgery

Menopause (men o pause) Period when menustration ceases; change of life

Menstruation (men str u a tion) Monthly flow of blood from the genital tract of women when not pregnant

Ovum (o vum) The female reproductive element that may develop into a new organism, egg

Puberty (pu ber ty) The developmental growth of boy and girl when sex characteristics become more noticed - hair growth, voice change, breasts in female, etc. (12-14 years to 16-18 years)

Reproduction (re pro duc tion) The natural process by which new individuals are generated and the species perpetuated

Scrotum (scro tum) The pouch containing the testes (male); outer covering over male sex organ located outside body between legs

Respiratory System (continued)

Diphtheria (diph the ri a) A infectious disease in the throat or nose caused by a certain germ (corynebacterium diptherial) which makes a gray covering over the throat or nose

Larynx (lar ynx) Air passage between the pharynx and trachea containing the vocal cords; the voice box

Lung (lung) One of a pair of thoracic organs which takes in and lets out air (breathing) and takes oxygen from the air for the blood (located in the chest)

Pharynx (phar ynx) The musculo membranous cavity behind the nasal cavities, mouth and just superior to the larynx and esophagus; the throat

Pneumonia (pneu mo nia) A lung disease in which fluid is formed in the air sacs therefore preventing good oxygen supply

Trachea (tra che a) A membranous and cartilaginous tube extending from the larynx to its two breathing bronchi; the windpipe

Digestive (Gastrointestinal) System

Esophagus (e soph a gus) The muscular tube extending from the pharynx to the stomach; food passageway in throat

Intestines (in tes tines) Membranous tube extending from pyloric opening of the stomach to the anus

Liver (liv er) A glandular organ protected by the rib cage which aids in digestion and formation of elements of the blood

Rectum (rec tum) The end part of the large intestine which holds food waste until ready to be emptied

Stomach (stom ach) The musculomembranous digestive pouch between the esophagus and duodenum

Gallbladder (gall blad der) A small, saclike organ located below the liver; serves as a storage place for bile

Pancreas (pan cre as) A large, elongated gland behind the stomach and in relation to spleen and duodenum (helps in digesting foods with fluids it secretes)

Colic (col ic) Sharp pains in the stomach (abdomen)

Diarrhea (di ar rhe a) Many watery bowel movements

Gastroenteritis (gas tro enter i tis) Inflammation of the stomach and intestine

Genitourinary (Urinary and Reproductive) System (Continued)

Semen (sem en) The fluid discharged at ejaculation by the male (during sexual intercourse)

Spermatic (sper ma tic) Spermatozoa (sper ma to zo a); Spermatozoon (sper ma to zo on) Male reproduction cells developed in testes and discharged in semen

Syphilis (syph i lis) A venereal disease caused by Treponema Pallidum (during sexual intercourse) leading to many structural and cutaneous lisions

Testes (tes tes) The male sex gland where sperm and male hormones develop

Uterus (u ter us) The hollow, pear-shaped, female organ in which the young develop during pregnancy

Vas Deferens (vas def er ens) A small tube or vessel of the male reproductive system

Vagina (va gi na) The canal (passageway) in the female, from the vulva (below womb) to cervix of the uterus that receives the male penis during sexual intercourse; for flow of blood during menstruation; passage of baby at birth

Endocrine System

Endocrine (en do crine) Secreting internally, into either tissue fluid or body

Gland (gland) An organ that produces a specific product or secretion

Parathyroid (par a thy roid) One of four small glands on the lateral lobes of the thyroid (lower neck)

Thyroid (thy roid) A special tissue located just below the neck producing a hormone which aids body metabolism

Pituitary Gland Hypophysis Cerebri (pi tu i tary) (hy pop hy sis) (cer e bri) The master glands of the endocrine system, because it contains hormone production of other endocrine glands

Adrenal glands or Suprarenal glands (ad re nal) A small endocrine gland that rests on top of each kidney

Gonads (go nads)A sex gland; the ovary in the female and the testes in the male; secretes hormones that influences the development of the reproductive organ at puberty

Pineal gland (pin e al) A small gland in the central part of the brain, believed by many researchers to be an endocrine gland

Endocrine System (Continued)

Thymus (thy mus) A two-lobed ductless gland situated behind the upper part of the sternum and extending into the neck; fairly large size in childhood but usually shrinks in adulthood

Goiter (goi ter) Enlargement of the thyroid gland, causing a swelling in the front part of the neck.

APPENDIX P

Metallurgy

METALLURGY WORDS/DEFINITIONS

1.	Age Hardening	The spontaneous change in properties of a metal which occurs at relatively low temperature after a final heat treatment or a final cold working operation. Aging is a process in which the trend is toward a restoration of real equilibrium, and away from an unstable condition induced by a prior operation.
2.	Air Hardening Steel	An alloy steel which does not require quenching from a high temperature to harden, but which is hardened by simply cooling in air from above its critical temperature range.
3.	Alloy	A mixture with metallic properties composed of two or more elements of which at least one is a metal.
4.	Alloy Elements	Chemical elements comprising an alloy; in steels usually limited to the metallic elements added to steel to modify its properties.
5.	Annealing	A heating and cooling operation implying usually a relatively slow cooling. Annealing is a comprehensive term. The purpose of such a heat treatment may be: a. To remove stresses. b. To induce softness. c. To alter ductility, toughness, electrical, magnetic, or other physical properties. d. To refine the crystalline structure. e. To remove gases. f. To produce a definite microstructure.
6.	Normalizing	Heating iron-base alloys to approximately 100° F. above the critical temperature range followed by cooling to below that range in still air at ordinary temperature.
7.	Tempering	(also termed drawing). Reheating hardened steel to some temperature below the lower critical temperature, followed by any desired rate of cooling. Although the terms "tempering and "drawing" are practically synonymous as used in commercial practice, the term "tempering" is preferred.
8.	Austenite	Solid solutions in which gamma iron is the solvent are called austenite. Gamma iron dissolves carbon to a great extent. The maximum solubility at 2066°F. is 1.7%. This decreases with temperature to 0.80% at 1333°F.
9.	Bessemer Process	A process for making steel by blowing air through molten pig iron contained in a suitable vessel. The process is one of rapid oxidation mainly of silicon and carbon.
10.	Carburizing	(Cementation) Adding carbon to the surface of iron-base alloys by heating the metal below its melting point in contact with carbonaceous solids, liquids, or gases.
11.	Case Hardening	A heat treatment or a combination of heat treatments in which the surface layer of an iron-base alloy is made substantially harder than the interior by altering its composition (carburizing or cyaniding, both of which are ordinarily followed by quenching or by nitriding).

12.	Cementite	Cementite is a compound of iron and carbon always containing 6.68% carbon and 93.32% iron. It is thought that carbon exists in steel as an iron carbide (Fe_3C).
13.	Cold Finishing	Cold finishing is employed principally for one or more of the following reasons: (a) special size accuracy; (b) smooth or bright surface finish; (c) improved physical properties; and (d) better machinability.
14.	Cold Working	Plastic deformation of a metal at a temperature low enough to insure strain hardening.
15.	Cyaniding	Surface hardening by carbon and nitrogen absorption of an iron-base alloy article or portion of it by heating at a suitable temperature in contact with a cyanide salt, followed by quenching.
16.	Ductility	The ability of a metal to withstand plastic deformation without rupture. This is most generally determined in the tension test using a standard size test specimen with 2" gauge length. The test specimen is loaded in tension to rupture. It is then assembled and measured for length and diameter at the fracture. The increase in length is expressed as per cent elongation and the decrease in diameter as per cent reduction of area. These terms measure the ductility, and since they are comparative, considerable experience is required for proper evaluation of material for the purpose intended.
17.	Elastic Limit	The greatest stress which a material is capable of developing without a permanent deformation remaining upon complete release of the stress.
18.	Elongation (%)	The amount of permanent extension in the vicinity of the fracture in the tension test; usually expressed as a percentage of the original gauge length, such as 25% in 2". It may also refer to the amount of extension at any stage in any process which continuously elongates a body, as in rolling.
19.	Fatigue	The phenomenon of the progressive fracture of a metal by means of a crack which spreads under repeated cycles of stress.
20.	Ferrite	The term "Ferrite" is applied to solid solutions in which alpha iron (or delta iron) is the solvent.
21.	Fiber	A characteristic of wrought metal manifested by a fibrous or woody appearance of fractures and indicating directional properties. Fiber is caused chiefly by the extension in the direction of working of the constituents of the metal, both metallic and nonmetallic. This term also refers to the characteristic reorientation of the crystalline particles of the metal produced by a given deformation process.
22.	Grains	Individual crystals in metal. When metal is in the molten state, the atoms have no uniform grouping. They do, however, arrange themselves in geometric patterns upon solidification.

23.	Grain Size	There are two types of grains in steel which are recognized as affecting the physical properties of steel; viz., the austenite grain and the ferrite grain.
24.	Hardenability	This relates to the ability of steel to harden deeply upon quenching, and takes into consideration the size of the part and the method of quenching.
25.	Hardness	The ability of a metal to resist penetration.
26.	Hardness Testing	1. Brinel: A 10 m.m. ball is pressed into the sample under a 3000 kilogram load. The diameter of the depression is measured, and the hardness is the ratio of load to spherical area of the impression. Tables of numbers have been prepared, and the hardness is read from the table from the diameter of depression. 1/2" is minimum thickness of test piece. 2. File: A small fine cut file is used to determine if a hardened surface is file hard. If the file does not bite into the surface, it is file hard. 3. Rockwell: A diamond cone (Brale) or steel ball is pressed into the sample under a 10 kilogram minor load and the scale set at a point marked "set". A major load of 150 or 100 or 60 kilograms is then applied and released. The number on the scale indicates the difference between the depths penetrated by the major and minor loads. Various scales are provided for use with different major loads, and penetrators for different materials from hard to soft. .027" is minimum thickness for hard steels, and thickness increases as hardness decreases. 4. Scleroscope: A diamond tipped hammer is dropped from a standard height on the work and the height of rebound measured, either on a graduated scale or on a dial whose pointer remains fixed at the reading obtained. It can be used on thin sections.
27.	Hot Shortness	Brittleness in metal when hot. When there is sulphur in iron in excess of the manganese necessary to combine with it to form manganese sulphide (MnS), the excess sulphur combines with the iron to form iron sulphide (FeS). This constituent has a lower melting point than the iron with the result that the steel may crack during hot working.
28.	Inclusions	Particles of impurities, usually oxides, sulphides, silicates, and such which are mechanically held during solidification or which are formed by subsequent reaction of the solid metal.
29.	Induction Hardening	This is a method of hardening the surface of a part electrically. A high frequency current, varying from a few thousand cycles to several million cycles per second, is passed through a coil that is held very close to the surface to be hardened.
30.	Machinability	The factors involved are cutting speed, resultant surface produced, and tool life.
31.	Martensite	A microconstituent or structure in quenched steel characterized by an acicular or needle-like pattern on the surface of polish. It has the maximum hardness of any of the decomposition products of austenite. Martensite is a transition lattice formed by the partial transformation of austenite. It is not an equilibrium lattice and thus not an equilibrium phase. The lattice is tetragonal.

32.	Mechanical Properties	Those properties that reveal the reaction, elastic and inelastic, of a material to an applied force, or that involve the relationship between stress and strain; for example. Young modulus, tensile strength, fatigue limit.
33.	Physical Properties	Those properties familiarly discussed in physics, exclusive of those described under mechanical properties; for example, density, electrical conductivity, coefficient of thermal expansion.
34.	Pickling	This is a treatment given hot rolled rods prior to cold drawing. Its purpose is to remove hot rolled scale and other foreign matter from the rod, and this is commonly done by immersing in a hot acid, generally a sulphuric acid solution.
35.	Plastic Deformation	The permanent change in size or shape of a ductile material under stress. The deformation occurs along the slip planes of the crystals and anything that tends to interfere with this slippage or to resist the deformation will result in an increase in tensile strength.
36.	Quenching	Rapid cooling by immersion in liquids or gases or by contact with metal.
37.	Reduction of Area (%)	The difference between the original cross sectional area and that of the smallest area at the point of rupture. It is usually stated as a percentage of the original area; also called "contraction of area."
38.	Solid Solution	Many metals possess the ability to dissolve certain other elements in the solid state, forming solid solutions which in many ways are analogous to ordinary liquid solutions.
39.	Stress Relief	This is a method of relieving the internal stress set up in metal by forming or cooling operations.
40.	Stress-Strain Diagram	This is the curve that is obtained by plotting the load in pounds per square inch of original section (stress) against the percent of elongation of the original gauge length (strain). Tensile strength, offset yield strength, proof stress, proportional limit and elastic limit are obtained from this diagram.
41.	Tensile Strength	The maximum load in pounds per square inch that the sample will carry before breaking under a slowly applied gradually increasing load.
42.	Yield Point	The load per unit of original cross section at which, in soft steel, a marked increase in deformation occurs without increase in load.

APPENDIX Q

Numbers and Time

NUMBERS

1. one
2. two
3. three
4. four
5. five
6. six
7. seven
8. eight
9. nine
10. ten
11. eleven
12. twelve
13. thirteen
14. fourteen
15. fifteen
16. sixteen
17. seventeen
18. eighteen
19. nineteen
20. first
21. second
22. third
23. fourth
24. fifth
25. sixth
26. seventh
27. eighth
28. ninth
29. tenth
30. eleventh
31. twelfth
32. thirteenth
33. fourteenth
34. fifteenth
35. sixteenth
36. seventeenth
37. eighteenth
38. nineteenth
39. twenty
40. thirty
41. forty
42. fifty
43. sixty
44. seventy
45. eighty
46. ninety
47. hundred
48. thousand
49. million
50. billion

51. zero
52. once
53. double
54. duplicate
55. twice
56. twin
57. twentieth
58. thirtieth
59. fortieth
60. fiftieth
61. sixtieth
62. seventieth
63. eightieth
64. ninetieth
65. hundredth
66. thousandth
67. millionth
68. billionth

69. triple
70. triplicate
71. quadruple
72. innumerable
73. numeric
74. numerous
75. superfluous

TIME

1. afternoon
2. ago
3. always
4. anniversary
5. antiquity
6. before
7. belated
8. brief
9. century
10. constantly
11. currently
12. daily
13. date
14. daybreak
15. daytime
16. decade
17. duration
18. early
19. endlessly
20. era
21. eternally
22. eternity
23. forenoon
24. formerly
25. fortnight
26. future
27. hereafter
28. heretofore
29. hour
30. immediately
31. instant
32. instantaneous
33. interim
34. intermission
35. lately
36. lifetime
37. meantime
38. meanwhile
39. minute
40. moment
41. month
42. morning
43. nighttime
44. nowadays
45. occasionally
46. o'clock
47. permanent
48. perpetual
49. postpone
50. prematurely
51. previously
52. prewar
53. quickly
54. recent
55. season
56. second
57. semiannually
58. shortly
59. sometime
60. soon
61. tardily
62. tardiness
63. term
64. then
65. thenceforth
66. thereafter
67. today
68. tomorrow
69. tonight
70. twilight
71. ultimately
72. until
73. weekly
74. year
75. yesterday

APPENDIX R

Occupational Glossaries of Key Words

The list of thirty-two (32) Occupational Glossaries of Key Words on the following pages was developed through a federal grant, Title III, Elementary and Secondary Education Act, Vocational Reading Power Project.

These materials are available from:

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Retail Floral Sales	27	27.00	1.50
Total Office Procedure Systems	63	63.00	3.50
Welding	67	67.00	3.50

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APPENDIX S

Sanitary Engineering

SANITARY ENGINEERING WORDS/DEFINITIONS

Aeration	Application of air to remove objectional gases, iron and manganese.
lgae	Microscopic plants utilizing photosynthesis in body metabolism.
Bacteria	The most simple form of plant life.
Biochemistry	Study of chemical changes by micro-organisms.
Bourdon Gage	Mechanical device to indicate pressure.
Centrifugal Force	Force developed about a center because of velocity.
Check Valve	Valve to limit flow of fluids to one direction.
Chlorination	Application of chlorine for bacterial control.
Clear Well	Storage for finished water
Coliform Organisms	Group associated with organisms in intestines of man.
Comminution	Reduction in size of sewage particles by cutting or grinding.
Crustaceans	Hard shelled animals.
Composite Sample	Sample according to flow.
Cubic Feet Per Second	(cfs) Flow rate.
Culture Media	Special food for laboratory cultivation of micro-organisms.
Cytology	Study of the functions of the organisms.
Degriter	Mechanical device for removing grit from sewage.
Digestion	Sludge decomposition
Distribution System	Network of pipes for delivering water.
Elevated Tank	Tank above ground for constant water pressure.
Equivalent Pipe Length	Term used to denote loss in pressure of pipe fittings relative to standard lengths.
Fauna	Inhabitants of an area.
Filtration	Mechanical straining of water through sized sand.
Flagella	Hair like extensions on certain organisms to enable motility.
Floc	A small chemically produced gelatinous mass to accelerate sedimentation.
ction Head	Loss of pressure due to water movement in pipe.

Fungi	A form of bacteria that are not photosynthetic.
Gate Valve	Valve opening for full diameter of pipe.
Gram Equivalent Weight	Weight based on the reaction of the "Hydrogen" or "Hydroxyl" ions.
Gravimetric	Analysis made on basis of weight.
Hydraulic Jump	Quick transition from rapid to tranquil flow.
Hydrologic Cycle	Evaporation precipitation water cycle.
Incineration	Disposal by burning.
Influent	Flowing into.
Infiltration	Non-contaminated leakage into sewers.
Invert	Floor of a pipe.
Kjeldahl	Standard procedure for determination of nitrogen.
M.G.A.D. (mgad.)	Million gallons per acre per day.
Manometer	Device to indicate fluid pressure.
Membrane Filter	A method of filtering micro-organisms from a solution.
Microbiology	Study of living organisms below normal sight range.
Mimatodes	Round Worms.
Molar Solution	A liter solution containing one molecular weight of solute.
Molecular Weight	Weight of element based on its comparison to hydrogen.
Most Probable Number	(MPN) A statistical term to denote the number of bacteria in a given quantity of solution.
Needle Valve	Valve used for close control of fluids.
Normal Solution	A liter solution containing one gram - equivalent weight of solute.
Organic	Living or of past life.
Orifice	A restriction place in a pipe to control flow.
Oxidation	Release of Energy.
Oxygen Sag	Biochemical oxygen depletion.
pH	Measure of acidity or alkalinity of solutions.
Parasite	Depend upon host for food.

Parshall Flume	A device used for measuring flow in an open conduit by restricting the sides.
Pathogena	Disease producing organisms.
Petri Dish	Glass container with cover for culturing bacteria.
Photometric	Analysis made on basis of light absorption and on omission.
Pipet	Glass container for accurately measuring small quantities of liquids.
Pressure Regulator	Device in system to keep pressure constant by spring tension or other means.
Protozoa	Single celled animals that reproduce by binary fission.
Reservoir	Storage place for fluids.
Rotifer	Most simple of the multi-celled animals.
Saprophytic	Organisms utilizing non-living organics for food.
Sedgwick	Rafter funnel - method of concentrating algae for study.
Sedimentation	Gravity separation of solid particles in liquid medium.
[illegible]wage	Contaminated water supply.
Sewage Screen	Mechanical device for removing particles generally above 1/2" in diameter.
Sewage Solids	Solids of matter in solution.
Sludge	Accumulated solids from various stages of treatment.
Softening	Removing the soap consuming qualities of water.
Soxhlet	Standard procedure for determination of grease.
Spore	Dorment phase of life cycle of organism.
Staining	Application of certain dyes to enable better observation of micro-organisms.
Static Head	Pressure caused by water elevation.
Surfactants	Surface active agents normally used with detergents.
Titrimetric	Analysis made on basis of neutralization and/or discoloration.
Total Dynamic Head	Summation of all head producing factors.
[illegible]cuum Filtration	Filtration by means of negative pressure.
Venturi Meter	A meter for measuring flow in a closed conduit.
Weir	Partial barrier across water course to measure or divert flow.

APPENDIX T

Spelling

SPELLING

1. abbreviate
2. absence
3. absolutely
4. abundance
5. acceptance
6. accommodate
7. accountant
8. accumulate
9. accustomed
10. achievement
11. acknowledgment
12. acquaintance
13. actually
14. addition
15. adjustable
16. admittance
17. advantageous
18. advertisement
19. advisable
20. advocate
21. agencies
22. agreeable
23. alignment
24. alliance
25. allowance
26. almanac
27. already
28. aluminum
29. amateur
30. ambiguous
31. amendment
32. amusement
33. analysis
34. announcement
35. annual
36. apologies
37. apparently
38. appearance
39. applicable
40. appointment
41. appraisal
42. appropriate
43. arguing
44. arrears
45. article
46. aspirant
47. assistance
48. assume
49. athletics
50. atomic
51. attention
52. attorneys
53. auditor
54. auditorium
55. authorize
56. automatic
57. available
58. balance
59. bankruptcy
60. bargain
61. basis
62. beginning
63. believe
64. beneath
65. beneficiary
66. benefited
67. benevolent
68. bookkeeper
69. budgeting
70. bulletin
71. calendar (date)
72. campaign
73. capacity
74. carton
75. casualty
76. catastrophe
77. censure
78. ceremony
79. certificate
80. chair
81. changeable
82. character
83. circumstances
84. claim
85. colleague
86. collect
87. collision
88. collusion
89. commerce
90. commission
91. commitment
92. committee
93. committed
94. commodity
95. communicate
96. company
97. comparable
98. compelled
99. compensate
100. competent
101. competition
102. compromise
103. comptroller
104. concealed
105. concede
106. concur
107. conduct
108. conferred
109. confidential
110. confirm
111. congenial
112. congratulate
113. connect
114. consensus
115. considerably
116. consistent
117. contain
118. continuous
119. contribute
120. contrive
121. controlled
122. controversy
123. conviction
124. cooperate
125. coordinate
126. correct
127. corridor
128. counsel (advice)
129. counterfeit
130. criticize
131. currency
132. deceive
133. decision
134. deductible
135. default
136. defendant
137. deficient
138. deficit
139. demonstration
140. departure
141. dependent
142. depository
143. desk
144. desirable
145. desolate
146. despair
147. destination
148. deteriorate
149. determination
150. devastate
151. development
152. diagram
153. dialect
154. dictionary
155. difference
156. difficulty
157. dilemma
158. diligent
159. diminish
160. diplomatic
161. disability
162. disagreeable
163. disappoint
164. disbursement
165. discipline
166. discuss
167. diseases
168. dismissal
169. disposition
170. dissatisfied
171. distinction
172. distributor
173. division
174. dominant
175. dropping
176. durable
177. earlier
178. earnest
179. eccentric
180. economical
181. effect (result)
182. efficiency
183. effort
184. eighth
185. eligible
186. eliminate
187. embarrassed
188. emergency
189. emphasis
190. employee
191. encouragement
192. endorsement
193. endowment
194. enforceable
195. engagement
196. enlightenment
197. envelope
198. environment
199. equally
200. equilibrium

201. equity
202. equivalent
203. erroneous
204. especially
205. essence
206. essential
207. estimate
208. eventually
209. evidence
210. examination
211. exceed
212. excellent
213. exceptional
214. excessive
215. excusable
216. executive
217. exempt
218. exercise
219. exhaust
220. exhibitor
221. existence
222. expenditure
223. experience
224. expression
225. extremely
226. familiar
227. favorable
228. filing
229. financial
230. fiscal
231. fluorescent
232. forcibly
233. forfeit
234. forgetting
235. formerly
236. fortunate
237. fourth
238. fragile
239. franchise
240. frequency
241. fulfill
242. futurity
243. gauge
244. generalize
245. genuine
246. gesture
247. government
248. grammar
249. grasp
250. grateful
251. gratis
252. grievance
253. guarantee
254. guidance
255. handling
256. handsome
257. hazard
258. headache
259. hesitate
260. hindrance
261. hire
262. honorable
263. honorary
264. humorous
265. identical
266. ignorant
267. illegible
268. illiterate
269. illogical
270. illustration
271. imitation
272. immediately
273. immovable
274. impatient
275. impediment
276. impel
277. imperative
278. impossible
279. improbable
280. inadequate
281. inasmuch
282. incentive
283. incidentally
284. inconvenience
285. incredible
286. incurred
287. indebtedness
288. indefensible
289. indicative
290. ineligible
291. inevitably
292. inferred
293. infinite
294. influence
295. inherent
296. initial
297. injustice
298. innocence
299. insertion
300. insignificant
301. insistent
302. inspection
303. installment
304. insurable
305. integrity
306. intentionally
307. interfered
308. interpretation
309. interrupt
310. irreparable
311. issuing
312. its (possessive)
313. jewelry
314. judgment
315. justified
316. knowledge
317. labeled
318. late
319. legacy
320. legislate
321. leisure
322. length
323. leniency
324. letterhead
325. liability
326. liaison
327. license
328. lien
329. likable
330. likelihood
331. limited
332. literally
333. literature
334. logical
335. loneliness
336. loose
337. lose
338. luxury
339. lying
340. machinery
341. magnify
342. mailable
343. mailman
344. maintenance
345. malicious
346. manageable
347. manual
348. manufacturer
349. marriage
350. maximum
351. meantime
352. meanwhile
353. mechanical
354. mediocre
355. memorandum
356. merchandise
357. merge
358. messenger
359. mileage
360. minimum
361. minority
362. miscellaneous
363. misfortune
364. misspell
365. modify
366. moreover
367. mortgage
368. movable
369. multiply
370. municipal
371. mutually
372. naive
373. necessarily
374. negative
375. neutralize
376. nevertheless
377. nickel
378. nineteenth
379. ninth
380. negotiate
381. nominal
382. nominate
383. nonchalant
384. notable
385. noticeable
386. notifying
387. nuisance
388. number
389. objectionable
390. obscure
391. observance
392. obsolete
393. obstruct
394. obtainable
395. occasion
396. occurrence
397. offered
398. official
399. omitted
400. oneself

401. opinion
402. opponent
403. opportunity
404. opposite
405. optimism
406. ordinary
407. organize
408. owing
409. ownership
410. package
411. pamphlet
412. parallel
413. partially
414. pastime
415. patience
416. peculiar
417. pedestrian
418. penalize
419. penetrate
420. percentage
421. perceptible
422. performance
423. periodical
424. perpetrate
425. perseverance
426. personality
427. personnel
428. pessimistic
429. petition
430. plan
431. portrait
432. possession
433. practicable
434. preference
435. prejudice
436. preliminary
437. prepaid
438. prepare
439. prescription
440. presentation
441. prestige
442. principal (head)
443. principle (rule)
444. privilege
445. probability
446. procedure
447. profitable
448. promissory
449. pronunciation
450. proposal
451. provision
452. punctuate
453. pursuade
454. pursuing
455. questionable
456. questionnaire
457. quotation
458. readily
459. realize
460. reasonable
461. recede
462. receipt
263. receive
264. recitation
265. recommend
266. reconciliation
467. record
468. recreation
469. recuperate
470. recurrence
471. reduction
472. referring
473. regulation
474. reinstate
475. reliable
476. relieve
477. remain
478. remarkable
479. remembrance
480. remind
481. remittance
482. remove
483. renewal
484. repair
485. reparation
486. repetition
487. replace
488. reputation
489. require
490. research
491. reservation
492. responsible
493. restitution
494. resume
495. retainer
496. return
497. revoke
498. ridiculous
499. sacrifice
500. salary
501. same
502. scandal
503. scarcely
504. scarcity
505. schedule
506. scholastic
507. scissors
508. secretary
509. security
510. seize
511. separate
512. serenity
513. serviceable
514. should
515. siege
516. significance
517. similar
518. simplicity
519. skeptical
520. spacious
521. specialize
522. specimen
523. specious
524. sponsor
525. spontaneous
526. statistical
527. statute
528. strengthen
529. structural
530. studying
531. submission
532. substitute
533. subtraction
534. succeed
535. sufficiency
536. suggestion
537. summarize
538. superintendent
539. superior
540. supersede
541. surprise
542. suspicious
543. sympathy
544. tangible
545. tariff
546. tax
547. technical
548. temporary
549. tentative
550. testimonial
551. texture
552. tolerant
553. totaling
554. tracer
555. traditional
556. tragedy
557. transcribe
558. transferring
559. travel
560. triplicate
561. triumph
562. trivial
563. turnover
564. twentieth
565. typewriter
566. unanimous
567. unconditional
568. underwrite
569. unduly
570. uneasy
571. unfortunately
572. unite
573. universal
574. unnecessary
575. unprofitable
576. until
577. usable
578. utilize
579. vacation
580. vacuum
581. valuable
582. variety
583. vehicle
584. verify
585. victorious
586. violence
587. visible
488. visualize
489. vocabulary
490. voluntary
491. wagered
492. warehouse
593. warrant
594. where
595. whether (if)
596. wholesale
597. wrong
598. yield
599. youthfulness

APPENDIX U

Transportation Words/Definitions

TRANSPORTATION WORDS/DEFINITIONS

[illegible]	breakage	break' age (ij)	allowance for things broken
[illegible]	caboose	ca boose'	cars used by the train crew
3.	carload	car' load	load that fills a car
4.	carrier	car' ri er	one engaged in carrying
5.	collision	col li' sion	coming together with force
6.	conductor	con duc' tor	one in charge of a train
7.	coupling	cou' pling	a contrivance to join adjacent cars
8.	cruise	cruise (krooz)	a trip without a set destination
9.	demurrage	de mur' rage (ij)	a detention beyond the time allowed for loading or unloading
10.	en route	en route' (an root)	on or along the way or road
11.	dispatcher	dis patch' er	one who sends messages
12.	excursion	ex cur' sion	pleasure trip
13.	interurban	in ter ur' ban	between cities or towns
14.	junction	junc' tion	place where roads meet
15.	lading	lad' ing	loading; cargo; freight
16.	navigation	nav i ga' tion	naval science
17.	purser	purs' er	a ship's clerk who keeps the accounts
18.	rebate	re' bate	deduction from sum paid
19.	steerage	steer' age	inexpensive quarters on a ship
20.	subway	sub' way	underground electric railway
21.	trackage	track' age (ij)	railroad tracks collectively
22.	truckage	truck' age (ij)	movement of goods by truck
23.	waybill	way'·bill	document issued with a shipment of freight
24.	turnpike	turn' pike	a toll road
[illegible].	voyage	voy' age (voi ij)	journey by sea or water

26. airport
27. automobile
28. baggage
29. berth
30. cargo
31. cartage
32. chauffeur
33. classification
34. coaches
35. depot
36. destination
37. diesel
38. differential
39. dispatch
40. engineer
41. express
42. fare
43. first-class
44. flight
45. forwarding
46. freight
47. gauge
48. hauling
[illegible]. highway
[illegible]. hydraulic
51. interstate
52. intrastate
53. limited
54. locomotive
55. luggage
56. mileage
57. misrouted
58. overdue
59. parking
60. passenger
61. pedestrian
62. pier
63. prepay
64. Pullman
65. radiophone
66. railroad
67. railway
68. refrigerated
69. routed
70. salvage
71. semaphore
72. shipment
73. shipped
74. signal
75. special
76. speedometer
77. station
78. steamship
79. storage
80. tanker
81. tariff
82. taxicab
83. terminal
84. tickets
85. timetable
86. tonnage
87. tourist
88. tracer
89. tractor
90. traffic
91. trailer
92. transcontinental
93. transport
94. transportation
95. traveler
96. truckers
97. truckload
98. tunnel
99. warehouse
100. waterfront

APPENDIX V

Welding

WELDING WORDS/DEFINITIONS

1. Alternating-Current Arc Welding	An arc welding process wherein the power supply at the arc is alternating current.
2. Arc Welding	A nonpressure (fusion) welding process wherein the welding heat is obtained from an arc either between the base metal and an electrode, or between two electrodes.
3. Braze	A weld wherein coalescence is produced by heating to suitable temperatures above 800° F. and by using a nonferrous filler metal, having a melting point below that of the base metals. The filler metal is distributed between the closely fitted surfaces of the joint by capillary attraction.
4. Braze Welding	A method of welding whereby a groove, fillet, plug or slot weld is made using a nonferrous filler metal, having a melting point below that of the base metals but above 800° F. The filler metal is not distributed in the joint by capillary attraction. (Bronze Welding, formerly used, is a misnomer for this term.)
5. Butt Joint	A welded joint between two abutting parts lying in approximately the same plane.
6. Cutting Torch or Blowpipe	A device used in gas cutting for controlling the gases used for preheating and the oxygen for severing the metal.
7. Direct-Current Arc Welding	An arc welding process wherein the power supply at the arc is direct current.
8. Electrode (Metal Arc Welding)	Filler metal in the form of a wire or rod, either bare or covered, through which current is conducted between the electrode holder and the arc.
9. Fillet Weld	A weld of approximately triangular cross section, as used in a lap joint, tee joint or corner joint: joining two surfaces approximately at right angles to each other.
10. Flux	A fusible material or gas used to dissolve and/or prevent the formation of oxides, nitrides, or other undesirable inclusions formed in welding.
11. Groove Weld	A weld made in the groove between two members to be joined. The standard types of groove welds are as follows: Square Groove Weld Single-Vee Groove Weld Single-Bevel Groove Weld Single-U Groove Weld Single-J Groove Weld Double-Vee Groove Weld Double-Bevel Groove Weld Double-U Groove Weld Double-J Groove Weld

12. Machine Welding	Welding with equipment which performs the welding operation under the observation and control of an operator. The equipment may or may not perform the loading and unloading of the work.
13. Manifold	A multiple header for connecting several cylinders to one or more torch supply lines.
14. Overlap	Protrusion of weld metal beyond the bond at the toe of the weld.
15. Oxy-Acetylene Welding	A gas-welding process wherein coalescence is produced by heating with a gas flame or flames obtained from the combustion of acetylene with oxygen, with or without the application of pressure and with or without the use of filler metal.
16. Oxy-Arc Cutting	An oxygen-cutting process wherein the severing of metals is effected by means of the chemical reaction of oxygen with the base metal at elevated temperatures, the necessary temperature being maintained by means of an arc between an electrode and the base metal.
17. Parent Metal	The metal to be welded or cut.
18. Peening	Mechanical working of metal by means of hammer blows.
19. Penetration	The penetration, or depth of fusion, of a weld is the distance from the original surface of the base metal to that point at which fusion ceases.
20. Size of Weld	(A) Fillet Weld: The size of a fillet weld is the leg length of the largest inscribed isoseles right triangle. (B) Groove Weld: The size of a groove weld is the depth of the groove. Where fusion materially exceeds the groove depth, the size of the weld is the depth of the groove plus the depth of fusion.
21. Undercut	A groove melted into the base metal adjacent to the toe of the weld and left unfilled.
22. Weldability	The capacity of a metal to be welded under the fabrication conditions imposed into a specific, suitably designed structure and to perform satisfactorily in the intended service.

APPENDIX W

Words Often Confused

WORDS OFTEN CONFUSED

1.	absence	state of being absent
	absents	withdraws to a distance
2.	accede	to attain; agree
	exceed	to go beyond the limit; surpass
3.	accelerate	to quicken; add to the speed of
	exhilarate	to enliven; cheer
4.	accent	to emphasize
	ascent	rise
	assent	consent
5.	accept	to receive; agree to
	except	leave out; exclude
6.	access	admittance; way of approach
	excess	beyond sufficiency
7.	acclamation	loud applause
	acclimation	habituation to a climate
8.	adapt	to make suitable; adjust
	adept	proficient
	adopt	to take by choice into some relationship; to accept
9.	addition	process of adding; increase
	edition	form in which a literary work is published; one of the issues of a newspaper
10.	adherence	firm attachment
	adherents	followers
11.	adjoin	to be next to
	adjourn	to suspend; postpone
12.	adore	to worship or honor; regard with devotion or affection
	adorn	to dress with ornaments; add to the attractiveness of
13.	adverse	acting against
	averse	unwilling; reluctant
14.	advice	recommendation concerning a decision or course of action
	advise	to give advice; recommend
15.	affect	to produce an effect upon; influence
	effect	immediate result; outcome; to accomplish
18.	amiable	admirable; good-natured
	amicable	friendly
19.	among	in or through the midst of; surrounded by
	between	in the space that separates; comparison of two
20.	anecdote	a brief narrative of an interesting incident
	antidote	a remedy to counteract the effects of poison
21.	angel	a spiritual being
	angle	a projecting or sharp corner
22.	annual	yearly
	annul	to make void; put an end to
23.	ant	an insect
	aunt	a sister of one's mother or father
24.	area	an extent of surface; region; scope
	aria	an elaborate song
25.	arraign	to call a prisoner before a court; accuse
	arrange	to put into proper order
26.	artesian	a type of well
	artisan	one trained in some mechanic art or trade
27.	assay	to analyze as to weight, etc., as of an ore
	essay	literary composition
28.	assistance	help or aid
	assistants	those who aid
29.	attach	to take by legal authority; bind; fasten
	attack	to fall upon with force; assault
30.	attendance	act of attending; the number of persons attending
	attendants	those who accompany
31.	bazaar	a market place (esp., in the East)
	bizarre	odd; fantastic; eccentric
32.	berry	a small pulpy fruit
	bury	to cover out of sight, as in a grave

35.	blase	insensible to pleasure because of excessive indulgence
	blaze	a bright flame; intensely burning fire
36.	boarder	one who is provided with meals; one who boards a ship
	border	the outside edge
37.	boor	a peasant; rude person
	bore	to make a hole in; weary by tedious dullness
38.	born	brought into existence, as by birth
	borne	past tense of *bear*, to yield; carry
39.	bouillon	a kind of soup
	bullion	gold or silver in ingots
40.	boy	a male child
	buoy	a float; to keep afloat
41.	breadth	width; extent
	breath	exhalation; slight breeze
	breathe	to inhale and exhale air; respire
42.	bridal	pertaining to a bride or wedding
	bridle	head harness for a horse; restraint
43.	burst	to break apart from pressure from within
	bust	sculpture representing the upper part of the body; chest
44.	censor	one who acts as an overseer of morals and conduct
	censure	reprimand; act of blaming
45.	cereal	any grass yielding grain; foodstuff of grain
	serial	arranged in a series
46.	cession	a ceding or yielding
	session	a single sitting or the period of sitting
47.	chafe	to rub so as to wear away; irritate
	chaff	husks of grains; anything light or worthless
48.	choose	to make choice of; select
	chose	past tense of *choose*
49.	cleans	renders clean; purifies
	cleanse	to render clean
52.	coma	a state of profound insensibility
	comma	a mark of punctuation
53.	commence	to begin
	comments	remarks
54.	compare	to examine the qualities of for discovering similarities
	contrast	to exhibit noticeable differences
55.	complacent	self-satisfied
	complaisant	courteous; obliging
56.	complement	that which fills up or completes;to supplement
	compliment	to praise; commend; an expression of approval
57.	confidant	one to whom secrets are confided
	confident	self-reliant; full of assurance
58.	confidentially	communicated in trust
	confidently	assuredly; boldly
59.	confirm	to ratify; verify
	conform	to be or act in harmony or agreement
60.	consul	official residing in a foreign country to care for the interests of the citizens of the appointing government
	council	a deliberative or advisory assembly or body
	counsel	advice; deliberation
61.	continual	occurring in steady, rapid, but not unbroken succession
	continuous	without cessation or interruption
62.	cooperation	collective action
	corporation	a body of associated persons
63.	corespondent	a joint defendant, esp. in a divorce suit
	correspondent	one with whom communication is carried on by letter
64.	corps	body of persons under common direction
	corpse	a dead body
65.	correspondence	act or state of agreement; communication by letters

66.	courtesy	politeness; act of kindness
	curtesy	a husband's life interest in the lands of his deceased wife
	curtsy	a gesture of respect by women
67.	credible	worthy of belief
	creditable	sufficiently good to bring esteem; deserving of praise
	credulous	inclined to believe, esp. on slight evidence
68.	cymbals	brass plates clashed together to produce a sharp ringing
	symbols	signs used to represent something else
69.	decade	ten years
	decayed	deteriorated; wasted away
70.	deceased	dead; dead person
	diseased	sick; ailing
71.	decent	appropriate; decorous; moderate
	descent	change from higher to lower
	dissent	to disagree
72.	decrease	to grow less; lessen
	decrees	authoritative orders
73.	defer	to put off; postpone
	differ	to disagree; be unlike
74.	deference	regard for another's wishes
	difference	variation; dissimilarity
75.	depositary	receiver of deposits
	depository	place where something is deposited
76.	deprecate	to seek to avert; express disapproval of
	depreciate	to lessen in value
77.	desert	that which is deserved; arid region; abandon
	dessert	course served at the end of a meal
78.	device	invention; scheme
	devise	to invent; contrive; give by will
79.	dew	moisture condensed on the surface of cool objects
	do	bring about; achieve; execute
	due	owed or owing; payable
82.	dose	definite quantity regarded as [illegible] beneficial influence
	doze	to sleep lightly
83.	ducked	plunged under water
	duct	tube or canal for conveying liquid
84.	elicit	to draw out; evoke
	illicit	improper; unlawful
85.	elusion	adroit escape; evasion
	illusion	unreal or misleading image
86.	emerge	to come out into view
	immerge	to plunge into; dip
87.	emigrant	one who leaves a country
	immigrant	one who comes into a country
88.	emigrate	to leave a country
	immigrate	to come into a country
89.	eminent	distinguished; noted
	imminent	threatening to occur immediately
90.	envelop	to put a covering about
	envelope	that which covers; a wrapper
91.	errand	mission to discharge the business of another
	errant	deviating from the true or correct; erring
92.	eruption	act of bursting forth
	irruption	a bursting in
93.	exalt	to raise high; lift up
	exult	to be in high spirits; rejoice
94.	exceptionable	objectionable
	exceptional	extraordinary
95.	expand	to spread out; enlarge
	expend	to consume by use; spend
96.	expansive	capacity to expand; wide-extending
	expensive	costly
97.	expect	to look forward to
	suspect	to have doubts of; distrust; imagine one to be guilty; surmise
98.	extant	in existence; not destroyed
	extent	range; scope

101.	farther	at or to a greater distance
	further	additional
102.	feat	a deed of skill, courage, or ingenuity
	feet	plural of foot
	fete	a festival; feast
103.	flour	finely ground meal of cereals
	flower	bloom or blossom; plant grown for its blossoms
104.	foreword	a preface
	forward	ahead; onward
105.	formally	in a formal manner
	formerly	in time past
106.	freeze	to be hardened by cold
	frieze	a type of fabric; an ornamental band on a building
107.	gamble	to play for stakes;wager
	gambol	to leap about in frolic
108.	genius	inborn mental gift; talent; original creative power
	genus	class of objects; species
109.	genteel	polite; well-bred
	gentile	one not a Jew
	gentle	tamed; docile; mild
110.	grope	to feel one's way
	group	an assemblage of persons or things forming a unit
111.	guessed	formed an opinion without sufficient evidence
	guest	person entertained;visitor
112.	healthful	serving to promote health
	healthy	being in a state of health
113.	higher	taller; more exalted
	hire	to engage labor or service; price paid for use of a thing
114.	hoarse	having a harsh, grating voice
	horse	domesticated animal used as a beast of burden
115.	holey	having a hole or holes
	holly	kind of tree or shrub
	holy	hallowed; sacred
	wholly	totally; completely
116.	idle	useless; not occupied
	idol	an image of a [illegible] object of devotion
	idyl	any simple description of rustic life, pastoral scenes, etc.
117.	illegible	incapable of being read
	ineligible	not qualified
118.	incidence	range of occurrence
	incidents	accidental happenings; events
119.	ingenious	characterized by cleverness
	ingenuous	noble; honorable; frank, naive
120.	instance	suggestion; example; occasion
	instants	moments
121.	interment	burial
	internment	state of being segregated and detained
122.	interstate	between different states
	intrastate	within a state
123.	jest	to joke
	just	impartial; fair; exactly; now; almost
124.	later	more recent; subsequently
	latter	of two things, being the one mentioned second
125.	lean	to incline; thin
	lien	charge upon property for the satisfaction of a debt
126.	lesser	small; inferior
	lessor	one who leases
127.	levee	a dike; embankment
	levy	to raise or collect by authority, as taxes
128.	liable	bound or obliged
	libel	defamatory statement
129.	liar	one who knowingly utters a falsehood
	lyre	musical instrument
130.	lightening	making lighter
	lightning	discharge of atmospheric electricity
131.	loath	reluctant; averse
	loathe	to dislike greatly

132.	loot	plunder; booty
	lute	musical instrument
133.	luxuriant	exuberant in growth
	luxurious	of or pertaining to luxury
134.	magnate	person of rank or distinction
	magnet	something that attracts
135.	marital	of or pertaining to marriage
	martial	of or pertaining to war
136.	marry	to wed
	merry	laughingly gay
137.	material	pertaining to matter; tangible
	materiel	equipment and supplies
138.	missed	past tense of miss
	mist	small water droplets floating or falling; haze
139.	mode	manner of doing or being
	mood	temper of mind
140.	momentary	continuing only a moment
	momentous	very important
141.	monetary	pertaining to money
	monitory	admonishing; warning
142.	moor	type of waste area; to anchor
	more	greater in size, number, etc.
143.	moral	right and proper
	morale	mood and spirit conducive to willing and dependable performance
144.	morn	morning
	mourn	to grieve
145.	near	within a little distance
	ne'er	contraction of never
146.	new	recent; modern
	novel	unusual
147.	niche	a place
	nick	notch; slit
148.	Nobel	prizes established by the will of Alfred Nobel
	noble	honorable; dignified; eminent
149.	ordinance	local law
	ordnance	military supplies
150.	palate	roof of the mouth
	palette	board on which a painter lays and mixes his paints
	pallet	blanket spread on the floor for a bed
151.	parish	ecclesiastical unit committed to one pastor
	perish	to come to an end; die
152.	partition	separation; division
	petition	formal written request
153.	pastor	minister or priest in charge of a church or parish
	pasture	grasses grown for feeding grazing animals
154.	patent	pertaining to a right or privilege
	patient	person under treatment; long-suffering
155.	pedal	lever acted on by the foot
	peddle	to sell from place to place
156.	perpetrate	to do or perform
	perpetuate	to give an enduring existence to
157.	persecute	to pursue in a manner to injure; oppress
	prosecute	to institute and carry on a legal suit
158.	personal	of or pertaining to a particular person
	personnel	body of persons employed in some service
159.	personality	distinctive personal character; individuality
	personalty	personal property
160.	plaintiff	one who begins an action or suit
	plaintive	melancholy; sad
161.	plat	small plot of ground; plan; map; chart
	plot	small area of ground; secret scheme; plan of a literary composition
162.	pole	long slender piece of material; extremity of an axis of a sphere; point of a magnet

APPENDIX X

Words Often Misspelled

WORDS OFTEN MISSPELLED

abrupt
absorbent
absorption
abundance
academy
accede
accelerate
acceptable
accessible
accessory

accidentally
accommodate
accommodation
accomplish
accumulate
accuracy
accusing
accustom
achieve
achievement

acknowledgment
acquire
acquittal
acquitted
actuate
adequate
adjournment
admissible
admittance
adolescence

advantageous
advertisement
aeronautics
affect
affiliate
aggregate
aggressive
airplane
alignment
all right

allege
allotment
allotted
already
aluminum
amateur
amendment
analysis
analyze
analyzed

anecdote
antarctic
anticipate
anxious
apostrophe
apparatus
appearance
applying
appointment
approximate

arrangement
assistance
asterisk
athlete
athletics
attendance
auctioneer
authoritative
auxiliary
bachelor

ballot
bankruptcy
bargain
becoming
beginner
believable
beneficial
benefited
benefits
bigger

boundary
brief
brilliant
Britain
budget
bulletin
business
canceled
candidate
canvas

canvass
career
category
ceiling
cemetery
census
challenge
changeable
changing
characteristic

chauffeur
clientele
collateral
commercial
commitment
committee
conceit
condemn
consequently
consisted

conspicuous
contemporary
controlling
controversy
corps
council
counsel
criticize
curiosity
cylinder

cynical
defendant
deficit
definite
description
development
diametral
diligence
dining
disagree

disastrous
disbursement
discrepancy
disease
disillusion
dissatisfied
dissimilar
dissipate
distinct
divine

dominance
dominant
duly
efficiency
efficient
eighth
either
eminent
emphasize
encylopedia

endeavor
endorsement
enemies
enterprise
envelop
envelopment
environment
equipment
equipped
erroneous

especially
etc.
excellence
excellent
excitable
extemporaneous
extension
extraordinary
fascinate
February

Filipino
forcible
fulfill
gauge
gesture
gigantic
government
grammar
gratuity
grievous

guidance
gymnasium
handkerchief
haphazard
hectic
height
hemorrhage
homogenize
horizontally
idiosyncrasy

imitation
immediately
inaugurate
independence
inflammable
installation
integrate
interfere
irrevocable
its (possessive)

it's (contraction)
jeopardize
journey
judgment
kindergarten
knowledge
laboratory
lacquer
ledger
legitimate

liaison
license
likable
liquefaction
liquefy
livelihood
loneliness
loose
lose
lovely

maintenance
manageable
management
maneuver
manual
manufacturer
manuscript
mathematics
mileage
minutes

miscellaneous
mortgage
movable
murmur
necessary
necessity
nickel
niece
ninety
ninth

nonentity
noticeable
nuisance
numerator
oblige
occasion
occasionally
occurred
omitted
opponent

optimism
pageant
parachute
parcel
parliament
parliamentary
peaceable
penicillin
performance
permissible

perserverance
personally
personnel
persuade
pitman
Pittsburgh
plagiarism
playwright
possession
potato

precede
precious
principal
principle
procedure
prominent
promissory
propeller
prophecy
prophesy

publicly
pursuing
questionnaire
ransack
recipient
recurrence
referred
relief
replies
restaurant

rhubarb
rhyme
sacrilegious
scholastic
sensible
separate
separated
shipment
siege
significance

similar
simultaneous
sizable
sneak
sneer
solenoid
souvenir
speech
splitting
stationary

stationery
statistics
stepped
strength
stubborn
subtle
succeed
successful
sufficient
summary

superintendent
supersede
suppress
surgeon
surrounding
survey
suspense
suspicious
syllable
symmetry

synonymous
technical
technique
televise
television
temperament
temporary
tenant
terrible
territory

theories
theory
thorough
through
tragedy
transferred
tremendous
Tuscon
tyranny
unanimous

undoubtedly
unique
unnecessary
unnoticed
unusually
usable
useful
useless
using
usurer

usurp
vaccinate
vacuum
valuable
varies
various
vegetable
veil
vengeance
video

view
villain
visitor
vitamin
waiver
warranty
Wednesday
weight
welfare
whether

writing
yeoman
yield
zealous
zodiac

APPENDIX Y

Words Frequently Used in Banking and Finance

WORDS FREQUENTLY USED IN
BANKING AND FINANCE

1. amortization	a mor ti za' tion	provision for the gradual extinction of a debt
2. collateral	col lat' er al	that which is used as security for the payment of a debt
3. comptroller	comp trol' ler (con)	a controller; one who checks expenditures
4. contingency	con tin' gen cy	possible event; uncertain happening
5. controller	con trol' ler	officer appointed to check expenditures
6. currency	cur' ren cy	that which is in circulation as a medium of exchange
7. disbursement	dis burse' ment	funds paid out
8. diversified	di ver' si fied	distributed among various kinds of securities or businesses
9. draft	draft	order from one person to another directing payment
10. drawee	draw ee' (dro)	person on whom a draft is drawn
11. drawer	draw' er (dro)	person that draws or issues a draft
12. expenditure	ex pend' i ture	a laying out of money; disbursement
13. merger	merg' er	a combining of two businesses
14. mortgage	mort' gage (gij)	giving of property as security for payment of a debt
15. mortgagee	mort ga gee' (gi)	person to whom property is mortgaged
16. mortgagor	mort ga gor' (gi)	person who gives a mortgage
17. par value	par val' ue	nominal value; face value
18. passbook	pass' book	book for entering deposits made in a bank
19. preferred stock	pre ferred' stock	stock that takes a dividend before others
20. prospectus	pro spec' tus	preliminary statement of an enterprise
21. resource	re source'	source of revenue
22. securities	se cu' ri ties	stocks and bonds
23. subsidiary	sub sid' i ar y (er)	company controlled by another company
24. syndicate	syn' di cate	persons who combine to carry out a financial project
25. trust	trust	a combination of firms or corporations

26. amount
27. assets
28. balance
29. bank
30. bondholder
31. bonds
32. bookkeeping
33. borrower
34. broker
35. budget
36. capital
37. check
38. credit
39. debit
40. debt
41. director
42. discount
43. dividend
44. economy
45. endorsement
46. expense
47. financial
48. fund
49. goodwill
50. indebtedness
51. insolvent
52. interest
53. investor
54. issue
55. lender
56. liability
57. liquidate
58. loan
59. margin
60. maturity
61. merge
62. monetary
63. money
64. percentage
65. refund
66. reimbursement
67. reinvested
68. repossess
69. savings
70. security
71. shareholders
72. stockholder
73. treasurer
74. treasury
75. valuation

TYPEWRITING SYLLABI

BUSINESS 102	TYPEWRITING I (Beginning Typewriting)
BUSINESS 103	TYPEWRITING II (Elementary Typewriting)
BUSINESS 104	TYPEWRITING III (Intermediate Typewriting)
BUSINESS 204	TYPEWRITING IV (Advanced Typewriting)
BUSINESS 205	TYPEWRITING V (Production and Speed Building)

The typewriting syllabi were revised by Dora Johnson, Secretarial Science Department Chairperson, Central Piedmont Community College and Esther Hodges, Secretarial Coordinator, Durham Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. Appreciation is expressed to Mrs. Johnson, Mrs. Hodges, Central Piedmont Community College and Durham Technical Institute and the Advisory Committee for their assistance.

INTRODUCTION

Commercial typewriting materials are available which contain objectives, activity experiences and suggested evaluation methods. Therefore, this outline was prepared only to provide the instructor with suggested content for the course and a bibliography. An example assignment sheet for instructors interested in preparing assignment sheets for various content areas, is included in the Appendix.

Appreciation is expressed to the Secretarial Science Curriculum Advisory Committee, appointed in August, 1975, and especially to Mrs. Esther Hodges, Durham Technical Institute and Mrs. Dora Johnson, Central Piedmont Community College for their assistance in revising and developing this course.

BUSINESS 102 TYPEWRITING I (Beginning Typewriting)

I. DESCRIPTION OF COURSE:

The student will be introduced to the touch typewriting system and will learn to use proper typing techniques, master the keyboard, type personal letters and postal cards and be able to tabulate. Upon completion of the course the student will be able to type 30 words per minute for three minutes.

II. COURSE OBJECTIVES:

Given the materials as presented in this course, the student will:

1. Develop basic skill in speed and accuracy in typing personal correspondence and postal cards, in addressing envelopes and in tabulation
2. Develop skill in erasing errors neatly and correctly
3. Develop skill in proofreading
4. Develop good work habits and desirable attitudes
5. Type 30 correct words per minute for three minutes with three or less errors

III. COURSE OVERVIEW:

A. Location and operation of each part of the typewriter
B. The keyboard
C. Development of proper techniques in typing
D. Letters and postal cards
E. Tabulations

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. One-three (1-3) class hours per week; two-four (2-4) laboratory hours per week
C. Prerequisite: None

V. EVALUATION:

Evaluation is based on the completion of stated objectives and should include:

(1) Qualifying theory test
(2) Simple production test
(3) Timed writing
(4) Daily work

Content Outline | Notes

I. Operative Parts

- A. Carriage
    1. Cylinder
    2. Cylinder knobs (right and left)
    3. Carriage releases
    4. Paper bail and rollers
    5. Paper release
    6. Paper guide
    7. Carriage return (lever and key)
    8. Line space regulator
    9. Variable line spacer
    10. Ratchet release
    11. Carriage position scale
- B. Printing point indicator
- C. Margin sets
- D. Card holders
- E. Tabulator
    1. Tab set key
    2. Tab clear key
- F. Margin release key
- G. Backspacer
- H. Space bar
- I. Shift key (right and/or left)
- J. Ribbon reverse
- K. Ribbon position indicator
- L. Touch regulator
- M. Margin bell
- N. Optional parts
    1. Electric switch
    2. Automatic spacer
    3. Impression indicator

Content Outline Notes

II. Preparation for Typing

  A. Correct posture

  B. Correct insertion and removal of paper

  C. Vertical and horizontal spacing

  D. Marginal setting

  E. Kinds of type (pica and elite)

III. Keyboard

  A. Alphabet

  B. Numbers

  C. Symbols

  D. Construction of special characters and fractions

IV. Technique Development

  A. Correct stroking

  B. Rythmic drills

  C. Levels of practice

    1. Letter or stroke response
    2. Word and phrase recognition
    3. Speed drills
    4. Control drills
    5. Goal setting

  D. Correct spacing following punctuation

  E. Paragraph indention

  F. Word division

  G. Horizontal centering

  H. Vertical centering

Content Outline Notes

V. Care of the Machine
    A. Cover when not in use
    B. Keep free of dust and erasure particles

VI. Introduction of Letter and Postal Cards
    A. Essential letter parts
    B. Blocked personal letter
    C. Typing envelopes and postal cards

VII. Introduction to Tabulation

VIII. Evaluation

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APPENDIX

(Example)

TYPEWRITING I
T-BUS 102

Textbook: College Typewriting: Intensive Course by D. D. Lessenberry and others.

Instructor: (Your Name)

Objectives:

1. To develop basic skill in speed and accuracy in typing personal correspondence and postal cards, in addressing envelopes and in tablulation
2. To develop skill in erasing errors neatly and correctly
3. To develop skill in proofreading
4. To develop good work habits and desirable attitude
5. To type a minimum of 30 correct words per minute for three minutes.

Units of Study: (List proposed sections to be studied.)

Procedure: (List daily class schedule planned or overall format for the class.)

Development: The instructor reviews, presents new topics, gives illustrations and discusses the day's lesson.

Application: Students study, practice or work on assigned typewriting problems. Individual instruction will be given on any problems.

Summary: The day's lesson will be summarized by the instructor and the students.

Testing Procedure: Tests: (List and explain your testing schedule.) Example: Tests will be given as indicated on the individual assignment sheets. Test day is Thursday. It is the student's responsibility to sign up for testing.

Timed Writings: Three minute timed writings will be given on Fridays.

Requirement: The student will be able to type a minimum of 30 correct words per minute on three, 3-minute timed writings.

Grading: (List your grading scale.)
Example: Final grading will be based on the following scale.

40%	Techniques
50%	Production performance and assignments (consisting of production measurement tests, achievement tests and classwork)
10%	Final examination (Comprehensive Examination)

Instructions: (List any special instructions in this section.)

Each assignment sheet will consist of several basic assignments with a stated objective or performance by the student, and activities necessary to obtain the objective.

A file will be maintained for each student's problems in Room 103. A testing file will be maintained in the instructor's office.

Each assignment should be completed, stapled and filed by the student in the individual file. After completing each assignment, the student should check the completed work with the Teacher's Manual. After checking problems with manual examples, typographical errors or form errors should be corrected, if possible, or problem retyped. After all assignments are completed, assignment sheet should be stapled to the completed problems.

The instructor will assist with any problems or concepts that are not fully understood. Periodic checks will be made on the student's work.

Information on papers filed and on test papers should be typed in the upper right-hand corner of the page and should include Name, T-BUS 102 and Date. All papers should be stapled in the upper left-hand corner.

(Example)

SECTION 4

(Lessons 22-26)

THE BASIC SYMBOL KEYS

The following grading scale will be used in grading this section:

	A	B	C	D
26E Growth Index-3' Writing GWAM/8 Maximum Errors	28+	24-27	20-23	16-19

AT THE BEGINNING OF EACH CLASS, TYPE THE PREPARATORY PRACTICE FOR THE ASSIGNMENT SECTION YOU ARE STUDYING AND/OR TYPING.

One minute and three minute timed writings will be given for practice from 22E, 23E, 24E, 25D and 26E, pages 43-50.

Work on individual practices whenever possible: 23D, page 44; 26F, page 50.

Assignment 1

OBJECTIVE: The student will be able to demonstrate the ability of properly typing the new keys $, &, (and).

ACTIVITIES: 22B and 22C, page 42.

Assignment 2

OBJECTIVE: The student will be able to proofread and make corrections while typing.

ACTIVITIES: 22D, page 43.

Assignment 3

OBJECTIVE: The student will be able to demonstrate the ability of properly typing the new keys #, %, 1/2 and 1/4.

ACTIVITIES: 23B and 23C, page 44.

Assignment 4

OBJECTIVE: The student will be able to demonstrate the ability of properly typing the new keys ', ", ! .

ACTIVITIES: 24C and 24D, page 46.

Assignment 5

OBJECTIVE: The student will be able to demonstrate the ability of properly typing the new keys *, ¢, @ and Underline.

ACTIVITIES: 25B and 25C, page 47.

Assignment 6

OBJECTIVE: The student will be albe to identify correction symbols by demonstrating the ability to properly type a good copy from corrected copy.

ACTIVITIES: Study the correction symbols in 25E, page 48. Retype the sentences in correct form in 25E following directions given.

Assignment 7

OBJECTIVE: The student will be able to demonstrate the ability to properly type the new keys = (equals) and + (plus).

ACTIVITIES: 26B and 26C, page 49. Review and practice 26D, page 49.

Study and Review: Self-Check Questions--Group 1 (Workbook)
Control Building: 22F, page 43
24B, page 45
26F, page 50

Evaluation - - - - Sign up for progress checkup 1.

RCC SECRETARIAL SCIENCE DEPARTMENT
SKILLS STANDARD

STANDARDS

Typewriting I

BUS 102

Lessons 1-50 to be covered

Factors Affecting Grade	Percent of Final Grade
Techniques	10
General Knowledge	5
Timed Writings	25*
Production Tests	50**
Other	10
	100

Five-minute timed writings on new material are to be given once a week with two opportunities each time on new material. The timed writing grade is based on an average of the three highest timed writings recorded during the last six weeks of the quarter. There will be a 5-error limit using a cut-off method.+ All errors must be marked by the student for the paper to be acceptable.

*Student must meet minimum requirement of 30 GWAM to pass the course.

Grading Scale for 5-Minute Timings:

A = 45 GWAM
B = 40 "
C = 35 "
D = 30 "

+For example, if the student makes more than 5 errors, he crosses out (cuts off) the sixth error and all words after it and computes his speed on the words he had typed before the sixth error. This method equates scores and makes it possible for all students to turn in a writing.

**Student is timed and is graded on the number of usable jobs completed in the time allotted.

Figure 9.1 Converting typewriting tasks to competencies by establishing a standard (Recycle to Chapter 4)

Task	Standard	Competency
1. Type from straight copy	Rapidly and accurately, using all machine controls properly	Type from straight copy rapidly and accurately, using all machine controls properly
2. Type letters and envelopes	That are mailable, in semiblock and block style, at a rapid rate	Type mailable semiblocked and blocked letters and envelopes at a rapid rate
3. Type manuscript from rough draft	Rapidly and accurately	Type manuscript from rough draft rapidly and accurately
4. Type memorandums from handwritten copy	In correct format, are usable, and at a rapid rate	Type usable memorandums at a reasonable rate
5. Proofread for typographic errors, spelling, punctuation, grammar, or typewriter usage	So that errors are detected in a reasonable time	Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage
6. Type tabulations with columnar headings	In proper format, with no uncorrected errors, within a reasonable time	Type tabulations with columnar headings in proper format, with no uncorrected errors, within a reasonable time
7. Punctuate sentences containing parenthetical expressions, introductory clauses, apposition, two independent clauses, series, and compound adjectives	With practically no errors	Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors
8. Fill in printed forms on the typewriter	Properly aligned	Fill in properly aligned, typed information on printed forms
9. Chain feed envelopes and address them	Rapidly, with a high percentage of usable addressed envelopes	Chain feed envelopes rapidly and address them with a high percentage of usable envelopes
10. Type special notations on letters prepared from handwritten copy	Rapidly, using correct format	Type special notations on letters prepared from handwritten copy rapidly, in correct format
11. Compose and type simple business letters	In correct format, including all essential information, with no uncorrected errors, within a reasonable time	Compose and type simple business letters in correct format that contain all essential information and no uncorrected errors, within a reasonable time
12. Clean and maintain a typewriter	To the instructor's standard for approval	Clean and maintain a typewriter to the instructor's standard for approval
13. Demonstrate good work habits	Consistently	Demonstrate good work habits consistently

Figure 9.2 Typewriting competencies analyzed for dominant domain, appropriate verb, and type of evaluation

Competency	Dominant domain & level	Verb	Evaluation
1. Type from straight copy rapidly and accurately, using all machine controls properly	Psychomotor: acquisition, habituating	Type	Product Process
2. Type mailable semiblocked and blocked letters and envelopes at a rapid rate	Cognitive: application	Demonstrate	Product
3. Type manuscript from rough draft rapidly and accurately	Cognitive: application	Demonstrate	Product
4. Type usable memorandums at a reasonable rate	Cognitive: application	Demonstrate	Product
5. Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage	Cognitive: evaluation	Decide	Product
6. Type tabulations with columner headings in proper format, with no uncorrected errors, in a reasonable time	Cognitive: application	Demonstrate	Product
7. Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors	Cognitive: evaluation	Decide	Product
8. Fill in properly aligned typed information on printed forms	Cognitive: application	Demonstrate	Product
9. Chain feed envelopes and address them with a high percentage of usable addressed envelopes	Cognitive: application. After Psychomotor: acquisition	Demonstrate	Process Product
10. Type special notations on letters prepared from handwritten copy, rapidly, in correct format	Cognitive: application	Demonstrate	Product
11. Compose and type simple business letters, in correct format, that contain all essential information and no uncorrected errors, within a reasonable time	Cognitive: application	Demonstrate	Product
12. Clean and maintain a typewriter to the instructor's standard for approval	Cognitive: application	Demonstrate	Process: controlled observation
13. Demonstrate good work habits consistently	Affective: highest level	Demonstrate	Process: controlled observation

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TYPEWRITING SYLLABI

BUSINESS 102	TYPEWRITING I (Beginning Typewriting)
BUSINESS 103	TYPEWRITING II (Elementary Typewriting)
BUSINESS 104	TYPEWRITING III (Intermediate Typewriting)
BUSINESS 204	TYPEWRITING IV (Advanced Typewriting)
BUSINESS 205	TYPEWRITING V (Production and Speed Building)

The typewriting syllabi were revised by Dora Johnson, Secretarial Science Department Chairperson, Central Piedmont Community College and Esther Hodges, Secretarial Coordinator, Durham Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. Appreciation is expressed to Mrs. Johnson, Mrs. Hodges, Central Piedmont Community College and Durham Technical Institute and the Advisory Committee for their assistance.

INTRODUCTION

Commercial typewriting materials are available which contain objectives, activity experiences and suggested evaluation methods. Therefore, this outline was prepared only to provide the instructor with suggested content for the course and a bibliography. An example assignment sheet for instructors interested in preparing assignment sheets for various content areas, is included in the Appendix.

Appreciation is expressed to the Secretarial Science Curriculum Advisory Committee, appointed in August, 1975, and especially to Mrs. Esther Hodges, Durham Technical Institute and Mrs. Dora Johnson, Central Piedmont Community College for their assistance in revising and developing this course.

BUSINESS 103 TYPEWRITING II (Elementary Typewriting)

I. DESCRIPTION OF COURSE:

The student will develop speed and accuracy in typing with further mastery of correct typewriting techniques. These skills and techniques will be applied in tabulation, manuscript and correspondence. Upon completion of the course, the student will be able to type a minimum of 40 words per minute for five minutes.

II. COURSE OBJECTIVES:

Given the materials as presented in this course, the student will be able to:

1. Type at least 40 words per minute for five minutes with no more than five errors.
2. Set up and type correctly a tabulation problem consisting of no less than two and no more than three columns; with and without column headings; and with or without secondary headings.
3. Be skillful in the application of the rules for properly dividing words at the end of a line.
4. Align and type over words using the variable line spacer and the aligning scale.
5. Set up and correctly type business letters using the modified block style with and without paragraphs being indented and employing either open or mixed punctuation.
6. Correctly address large envelopes and fold letters for insertion into this size envelope.
7. Type letters, memoranda and manuscripts with tabulated items.
8. Correctly assemble and insert a carbon pack.
9. Use the proper procedure to erase an original and all file copies.
10. Set up and correctly type a manuscript in the unbound, topbound and leftbound forms with and without footnotes correctly placed at the bottom of the page.
11. Correctly align Arabic and Roman numerals in typing outlines.
12. Center "spread" titles correctly.

III. COURSE OVERVIEW:

A. Typing tabulation problems
B. Typing business letters and postal cards
C. Addressing envelopes
D. Typing manuscripts

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. One-three (1-3) class hours per week; two-four (2-4) laboratory hours per week
C. Prerequisite: BUS 102, Typewriting I or type minimum of 30 words per minute.

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V. EVALUATION:

Evaluation is based on the completion of stated objectives and should include: (1) theory tests, (2) production tests, (3) timed writings, (4) daily work.

REQUIREMENT: The student will be able to type a minimum of 40 gross words per minute with five or less errors on three, five-minute timed writings.

Content Outline	Notes

I. Review of Operative Parts of Typewriter, Correspondence and Technique Development

II. Tabulation

- A. Spacing
    - 1. Vertical
    - 2. Horizontal
    - 3. Before and after rules
    - 4. Between columns
- B. Centering headings
    - 1. Column
    - 2. Braced
        - a. Spacing-different
        - b. Counting
        - c. Midpoints
- C. Application letters
- D. Word division

III. Correspondence

- A. Business letters
    - 1. Letter parts
    - 2. Letter placement
    - 3. Letter style
        - a. Blocked
        - b. Modified block, with blocked paragraphs
        - c. Modified block, with indented paragraphs
    - 4. Letter punctuation
        - a. Open
        - b. Closed
        - c. Mixed
    - 5. Letters with special features
- B. Postal cards
    - 1. Styles
        - a. Blocked
        - b. Indented
    - 2. Address
    - 3. Spacesavers
- C. Folding letters

Content Outline	Notes

- D. Addressing envelopes
    - 1. Blocked
    - 2. Placement
    - 3. Spacing
    - 4. Sizes

IV. Manuscripts

- A. Outlines

- B. Manuscript styles
    - 1. Bound
    - 2. Unbound

- C. Footnotes

- D. Margins
    - 1. Top
    - 2. Bottom
    - 3. Side

- E. Spacing
    - 1. Before and after headings
        - a. Main title
        - b. Subtitles
        - c. Paragraph headings
        - d. Side headings
    - 2. Main body

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3. Audio-Visual Aids

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Teaching tapes for College Typewriting. Cincinnati: South-Western Publishing Company, Current Edition.

5. Resource Book

Popham, Estelle L. and others. A Teaching-Learning System for Business Education. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

6. New Book

Mach, K. A. and others. Typewriting: A Mastery Approach. Chicago: Science Research Associates, Current Edition. (Books, guides, working papers, transparency masters available for each typewriting course.)

APPENDIX

(Example)

APPENDIX A

TYPEWRITING II
T-BUS 103

Textbook: College Typewriting by D.D. Lessenberry and others.

Workbook: College Typewriting Workbook II

Instructor: (Your Name)

Objectives:

Given the materials as presented in this course, the student will be able to:

1. type at least 40 words per minute for five minutes with no more than five errors.
2. set up and type correctly a tabulation problem consisting of no less than two and no more than three columns; with and without column headings; and with or without secondary headings.
3. be skillful in the application of the rules for properly dividing words at the end of a line.
4. align and type over words using the variable line spacer and the aligning scale.
5. set up and correctly type business letters using the modified block style with and without paragraphs being indented and employing either open or mixed punctuation.
6. correctly address large envelopes and to fold letters for insertion into this size envelope.
7. type letters, memoranda and manuscript with tabulated items.
8. correctly assemble and insert a carbon pack.
9. use the proper procedure to erase an original and all file copies.
10. set up and correctly type a manuscript in the unbound, topbound, and leftbound forms with and without footnotes correctly placed at the bottom of the page.
11. correctly align Arabic and Roman numerals in typing outlines.
12. center "spread" titles correctly.

Units of Study: (List proposed sections to be studied.)

Procedure: (List daily class schedule planned or overall format for the class.)

Evaluation:

Timed writings 1/3 of final grade
Production quizzes 1/3 of final grade
Theory test 1/3 of final grade
All daily lessons required will be completed (Lessons which are completed unsatisfactorily are returned to student for correcting and/or retyping)

Timed writing scale: a. 50 and up - A - 0-1 error
b. 45-49 - B - 2-3 errors
c. 40-44 - C - 4-5 errors

Instructor chooses best of three of all timed writings given.

Instruction: (List any special instructions in this section.)

(Example)

APPENDIX B

SUGGESTIONS FOR INSTRUCTION

I. Method of Instruction:

A. Suggested presentation
   1. Warm-up drill
   2. Paragraph writing (using all figures and letters)
   3. Drills on technique composing at the typewriter, typing from dictation, speed and control
   4. Students take timed 5-minute writings and record results
   5. Problem typing exercises in which students do assigned problems, following directions accordingly

B. Discussion or lecture of correct English rules

C. Demonstration

D. Drills to be used
   1. For erasing
   2. Timed drills for erasing
   3. Self-improvement practices

E. Lecture explaining rules of manuscript typing. Problems to be done using correct rules

II. Material for Instruction:

Typewriting book
Workbook which corresponds to lessons required for successful completion in typewriting book
Typing paper
Envelopes
Postal cards
Carbon paper
Typing eraser
Time clocks

III. Evaluation:

Timed writings 1/3 of final grade
Production quizzes 1/3 of final grade
Theory test 1/3 of final grade
All daily lessons required will be completed (Lessons which are completed unsatisfactorily are returned to student for correcting and/or retyping)

Timed writing scale: a. 50 and up - A - 0-1 error
b. 45-49 - B - 2-3 errors
c. 40-44 - C - 4-5 errors

Instructor chooses best of three of all timed writings given

IV. Organization of Class:

1. The instructor should organize the class for optimum learning.
2. Emphasis should be placed on the objectives for each lesson or unit. Instructor should provide to the student in writing the objectives of the course, lessons and/or units.
3. The instructor will meet the class regularly; according to schedule, the students report to lab for at least two hours per week, having received specific instructions of the work to be completed in the lab.

STANDARDS

Typewriting II

BUS 103

Lessons 51-100 to be covered

Factors Affecting Grade	Percent of Final Grade
Timed Writings	20*
Production Tests	70**
Other	10
	100

Five-minute timed writings on new material are to be given once a week with two opportunities each time on new material. The timed-writing grade is based on an average of the three highest timed writings recorded during the last six weeks of the quarter. There will be a 5-error limit using the cut-off method.+ All errors must be marked by the student for the paper to be acceptable.

*Student must meet minimum requirement of 40 GWAM to pass the course.

Grading Scale for 5-Minute Timings:

A = 55 GWAM
B = 50 "
C = 45 "
D = 40 "

+ For example, if the student makes more than 5 errors, he crosses out (cuts off) the sixth error and all words after it and computes his speed on the words he had typed before the sixth error. This method equates scores and makes it possible for all students to turn in a writing.

**Student is timed for 25 minutes and is graded on the following scale for usable jobs completed:

A = 3
B = 2
C = 1
D = ½

Figure 9.1 Converting typewriting tasks to competencies by establishing a standard (Recycle to Chapter 4)

Task	Standard	Competency
1. Type from straight copy	Rapidly and accurately, using all machine controls properly	Type from straight copy rapidly and accurately, using all machine controls properly
2. Type letters and envelopes	That are mailable, in semiblock and block style, at a rapid rate	Type mailable semiblocked and blocked letters and envelopes at a rapid rate
3. Type manuscript from rough draft	Rapidly and accurately	Type manuscript from rough draft rapidly and accurately
4. Type memorandums from handwritten copy	In correct format, are usable, and at a rapid rate	Type usable memorandums at a reasonable rate
5. Proofread for typographic errors, spelling, punctuation, grammar, or typewriter usage	So that errors are detected in a reasonable time	Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage
6. Type tabulations with columnar headings	In proper format, with no uncorrected errors, within a reasonable time	Type tabulations with columnar headings in proper format, with no uncorrected errors, within a reasonable time
7. Punctuate sentences containing parenthetical expressions, introductory clauses, apposition, two independent clauses, series, and compound adjectives	With practically no errors	Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors
8. Fill in printed forms on the typewriter	Properly aligned	Fill in properly aligned, typed information on printed forms
9. Chain feed envelopes and address them	Rapidly, with a high percentage of usable addressed envelopes	Chain feed envelopes rapidly and address them with a high percentage of usable envelopes
10. Type special notations on letters prepared from handwritten copy	Rapidly, using correct format	Type special notations on letters prepared from handwritten copy rapidly, in correct format
11. Compose and type simple business letters	In correct format, including all essential information, with no uncorrected errors, within a reasonable time	Compose and type simple business letters in correct format that contain all essential information and no uncorrected errors, within a reasonable time
12. Clean and maintain a typewriter	To the instructor's standard for approval	Clean and maintain a typewriter to the instructor's standard for approval
13. Demonstrate good work habits	Consistently	Demonstrate good work habits consistently

Figure 9.2 Typewriting competencies analyzed for dominant domain, appropriate verb, and type of evaluation

Competency	Dominant domain & level	Verb	Evaluation
1. Type from straight copy rapidly and accurately, using all machine controls properly	Psychomotor: acquisition, habituating	**Type**	Product Process
2. Type mailable semiblocked and blocked letters and envelopes at a rapid rate	Cognitive: application	**Demonstrate**	Product
3. Type manuscript from rough draft rapidly and accurately	Cognitive: application	**Demonstrate**	Product
4. Type usable memorandums at a reasonable rate	Cognitive: application	**Demonstrate**	Product
5. Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage	Cognitive: evaluation	**Decide**	Product
6. Type tabulations with columnar headings in proper format, with no uncorrected errors, in a reasonable time	Cognitive: application	**Demonstrate**	Product
7. Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors	Cognitive: evaluation	**Decide**	Product
8. Fill in properly aligned typed information on printed forms	Cognitive: application	**Demonstrate**	Product
9. Chain feed envelopes and address them with a high percentage of usable addressed envelopes	Cognitive: application. After Psychomotor: acquisition	**Demonstrate**	Process Product
10. Type special notations on letters prepared from handwritten copy, rapidly, in correct format	Cognitive: application	**Demonstrate**	Product
11. Compose and type simple business letters, in correct format, that contain all essential information and no uncorrected errors, within a reasonable time	Cognitive: application	**Demonstrate**	Product
12. Clean and maintain a typewriter to the instructor's standard for approval	Cognitive: application	**Demonstrate**	Process: controlled observation
13. Demonstrate good work habits consistently	Affective: highest level	**Demonstrate**	Process: controlled observation

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TYPEWRITING SYLLABI

BUSINESS 102 TYPEWRITING I (Beginning Typewriting)
BUSINESS 103 TYPEWRITING II (Elementary Typewriting)
BUSINESS 104 TYPEWRITING III (Intermediate Typewriting)
BUSINESS 204 TYPEWRITING IV (Advanced Typewriting)
BUSINESS 205 TYPEWRITING V (Production and Speed Building)

The typewriting syllabi were revised by Dora Johnson, Secretarial Science Department Chairperson, Central Piedmont Community College and Esther Hodges, Secretarial Coordinator, Durham Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. Appreciation is expressed to Mrs. Johnson, Mrs. Hodges, Central Piedmont Community College and Durham Technical Institute and the Advisory Committee for their assistance.

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Appreciation is expressed to the Secretarial Science Curriculum Advisory Committee, appointed in August, 1975, and especially to Mrs. Esther Hodges, Durham Technical Institute and Mrs. Dora Johnson, Central Piedmont Community College for their assistance in revising and developing this course.

BUSINESS 104 TYPEWRITING III (Intermediate Typewriting)

I. DESCRIPTION OF COURSE:

The student will develop skill in typing production problems with emphasis on the student's ability to function as an expert typist, producing mailable copies. Production units will include tabulation, manuscript, correspondence and business forms. The student will also practice speed building and type a minimum of 50 words per minute for five minutes.

II. COURSE OBJECTIVES:

Given the materials as presented in this course, the student will:

1. Type at least 50 words per minute for five minutes with no more than five errors.
2. Set up and properly type: (1) the modified block style letter containing all of the 15 major parts of a business letter, (2) the block style business letter, (3) the AMS Simplified business letter and (4) business letters containing two and three column tables.
3. Set up and correctly type various kinds of office communications such as an inter-office memorandum and telefax/telegram messages
4. Demonstrate the ability to type a completed manuscript in correct form while placing the footnotes in their correct position on the page and to set up and correctly type a bibliography.
5. Demonstrate the ability to set up and correctly type two, three, or four column tabulation problems - some containing horizontal rulings.
6. Set up and correctly type business forms - purchase invoices, purchase orders, credit memos and statements of account.

III. COURSE OVERVIEW:

A. Typing letters and other office communications
B. Typing manuscripts
C. Typing tabulation problems
D. Typing business forms

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. One-three (1-3) class hours per week; two-four (2-4) laboratory hours per week
C. Prerequisites: BUS 102, Typewriting I; BUS 103, Typewriting II; type minimum of 40 words per minute.

V. EVALUATION:

Evaluation is based on the completion of stated objectives and should include: (1) theory tests, (2) production tests, (3) timed writings and (4) daily production work.

REQUIREMENT: The student will be able to type a minimum of 50 gross words per minute with five or less errors on four, five-minute timed writings.

Content Outline	Notes

I. Review of Operative Parts of Typewriter, Correspondence and Technique Development

II. Correspondence

   A. Correcting errors by squeezing and spreading letters

   B. Rules for typing
      1. Attention lines
      2. Mailing notations
      3. Subject lines
      4. Reply references
      5. Carbon copy notations
      6. Postscripts

   C. Modified block letter style
      1. Block paragraphs
      2. Indented paragraphs

   D. Tabulation
      1. Tabulation within business letters
      2. Tabulation within other types of communications

III. Office Communications

   A. Rules for typing telegrams
      1. Full rate
      2. Night letters

   B. Rules for typing telefax messages

   C. Interoffice memorandum

   D. Block style letter

   E. AMS simplified letter

IV. Manuscript

   A. Outlines

   B. Topbound manuscripts

   C. Leftbound manuscripts

Content Outline | Notes

- D. Bibliography and footnotes
- E. Title pages

V. Tabulation

- A. Review of basic tabulation
- B. Typing tabulations
  1. Rules
  2. Columnar headings
  3. Uneven number of columns
  4. Source notes

VI. Business Forms

- A. Rules for typing business forms
- B. Purchase requisitions
- C. Purchase orders
- D. Invoices
- E. Statements of account
- F. Other

VII. Miscellaneous

- A. Accuracy drills
- B. Speed drills

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APPENDIX

(Example)

APPENDIX

EVALUATION SUGGESTIONS

Daily production work	1/4 of the total grade
Theory quizzes	1/4 of the total grade
Production tests	1/4 of the total grade
Timed Writings (five-minute)	1/4 of the total grade

The following scale is applicable to all five-minute timed writings:

60 +	A	0-1 error
55-59	B	2-3 errors
50-54	C	4-5 errors

Theory quizzes will be given as necessary. A production test will follow each unit.

RCC SECRETARIAL SCIENCE DEPARTMENT
SKILLS STANDARD

STANDARDS

Typewriting III

BUS 104

Lessons 101-150 to be covered

Factors Affecting Grade	Percent of Final Grade
Timed Writings	10*
Production Tests	80**
Other	10
	100

Five-minute timed writings on new material are to be given once a week with two opportunities each time on new material. The timed-writing grade is based on an average of the three highest timed writings recorded during the last six weeks of the quarter. There will be a 4-error limit using the cut-off method.+ All errors must be marked by the student for the paper to be acceptable.

*Student must meet minimum requirement of 50 GWAM to pass the course.

Grading Scale for 5-Minute Timings:

A = 65 GWAM
B = 60 GWAM
C = 55 GWAM
D = 50 GWAM

+For example, if the student makes more than 4 errors, he/she crosses out (cuts off) the sixth error and all words after it and computes his/her speed on the words he/she had typed before the sixth error. This method equates scores and makes it possible for all students to turn in a writing.

**Student is timed for 25 minutes and is graded on the following scale for usable jobs completed:

A = 3
B = 2
C = 1
D = ½

PART 3: APPLICATIONS OF THE TEACHING-LEARNING SYSTEM

CHAPTER 9: TYPEWRITING

Figure 9.1 Converting typewriting tasks to competencies by establishing a standard (Recycle to Chapter 4)

Task	Standard	Competency
1. Type from straight copy	Rapidly and accurately, using all machine controls properly	Type from straight copy rapidly and accurately, using all machine controls properly
2. Type letters and envelopes	That are mailable, in semiblock and block style, at a rapid rate	Type mailable semiblocked and blocked letters and envelopes at a rapid rate
3. Type manuscript from rough draft	Rapidly and accurately	Type manuscript from rough draft rapidly and accurately
4. Type memorandums from handwritten copy	In correct format, are usable, and at a rapid rate	Type usable memorandums at a reasonable rate
5. Proofread for typographic errors, spelling, punctuation, grammar, or typewriter usage	So that errors are detected in a reasonable time	Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage
6. Type tabulations with columnar headings	In proper format, with no uncorrected errors, within a reasonable time	Type tabulations with columnar headings in proper format, with no uncorrected errors, within a reasonable time
7. Punctuate sentences containing parenthetical expressions, introductory clauses, apposition, two independent clauses, series, and compound adjectives	With practically no errors	Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors
8. Fill in printed forms on the typewritor	Properly aligned	Fill in properly aligned, typed information on printed forms
9. Chain feed envelopes and address them	Rapidly, with a high percentage of usable addressed envelopes	Chain feed envelopes rapidly and address them with a high percentage of usable envelopes
10. Type special notations on letters prepared from handwritten copy	Rapidly, using correct format	Type special notations on letters prepared from handwritten copy rapidly, in correct format
11. Compose and type simple business letters	In correct format, including all essential information, with no uncorrected errors, within a reasonable time	Compose and type simple business letters in correct format that contain all essential information and no uncorrected errors, within a reasonable time
12. Clean and maintain a typewriter	To the instructor's standard for approval	Clean and maintain a typewriter to the instructor's standard for approval
13. Demonstrate good work habits	Consistently	Demonstrate good work habits consistently

Figure 9.2 Typewriting competencies analyzed for dominant domain, appropriate verb, and type of evaluation

Competency	Dominant domain & level	Verb	Evaluation
1. Type from straight copy rapidly and accurately, using all machine controls properly	Psychomotor: acquisition, habituating	Type	Product Process
2. Type mailable semiblocked and blocked letters and envelopes at a rapid rate	Cognitive: application	Demonstrate	Product
3. Type manuscript from rough draft rapidly and accurately	Cognitive: application	Demonstrate	Product
4. Type usable memorandums at a reasonable rate	Cognitive: application	Demonstrate	Product
5. Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage	Cognitive: evaluation	Decide	Product
6. Type tabulations with columnar headings in proper format, with no uncorrected errors, in a reasonable time	Cognitive: application	Demonstrate	Product
7. Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors	Cognitive: evaluation	Decide	Product
8. Fill in properly aligned typed information on printed forms	Cognitive: application	Demonstrate	Product
9. Chain feed envelopes and address them with a high percentage of usable addressed envelopes	Cognitive: application. After Psychomotor: acquisition	Demonstrate	Process Product
10. Type special notations on letters prepared from handwritten copy, rapidly, in correct format	Cognitive: application	Demonstrate	Product
11. Compose and type simple business letters, in correct format, that contain all essential information and no uncorrected errors, within a reasonable time	Cognitive: application	Demonstrate	Product
12. Clean and maintain a typewriter to the instructor's standard for approval	Cognitive: application	Demonstrate	Process: controlled observation
13. Demonstrate good work habits consistently	Affective: highest level	Demonstrate	Process: controlled observation

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TYPEWRITING SYLLABI

BUSINESS 102	TYPEWRITING I (Beginning Typewriting)
BUSINESS 103	TYPEWRITING II (Elementary Typewriting)
BUSINESS 104	TYPEWRITING III (Intermediate Typewriting)
BUSINESS 204	TYPEWRITING IV (Advanced Typewriting)
BUSINESS 205	TYPEWRITING V (Production and Speed Building)

The typewriting syllabi were revised by Dora Johnson, Secretarial Science Department Chairperson, Central Piedmont Community College and Esther Hodges, Secretarial Coordinator, Durham Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. Appreciation is expressed to Mrs. Johnson, Mrs. Hodges, Central Piedmont Community College and Durham Technical Institute and the Advisory Committee for their assistance.

INTRODUCTION

Commercial typewriting materials are available which contain objectives, activity experiences and suggested evaluation methods. Therefore, this outline was prepared only to provide the instructor with suggested content for the course and a bibliography. Example assignment sheets are included in the Appendix.

Appreciation is expressed to the Secretarial Science Curriculum Advisory Committee, appointed in August, 1975, and especially to Mrs. Esther Hodges, Durham Technical Institute and Mrs. Dora Johnson, Central Piedmont Community College for their assistance in revising and developing this course.

Appreciation is expressed to Mrs. Carol Martin, Business Department Head, Southwestern Technical Institute for use of the course assignment sheets in Appendix B.

BUSINESS 204 TYPEWRITING IV (Advanced Typewriting)

I. DESCRIPTION OF COURSE:

The student learns the techniques needed in planning and in typing projects based on tasks performed by typists in business and industry. The student will be required to produce a reasonable amount of work within a given time period. Projects will include: letter forms, methods of duplication, statistical tabulation, typing of reports, manuscripts and legal documents, etc.

II. COURSE OBJECTIVES:

Given the materials as presented in this course, the student will:

1. Develop the ability to apply previously learned skills in producing mailable copy of various types of office production problems.
2. Develop the ability to proofread to maximum efficiency.
3. Develop the ability to use own initiative and creativity in completing production assignments.
4. Develop the ability to use various resources in solving problems.
5. Type a minimum of 55 gross words per minute on straight copy with a maximum of five errors.

III. COURSE OVERVIEW:

A. Review of basic and production skills
B. Typing in a general office
C. Typing in a technical office
D. Typing in an accounting office
E. Typing in a professional office

IV. CREDITS, HOURS AND PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. One-two (1-2) class hours; three-four (3-4) laboratory hours per week
C. Prerequisite: BUS 104, Typewriting III (Intermediate) or equivalent. Speed Requirement: 50 gross words per minute for five minutes with five or less errors.

V. EVALUATION:

Evaluation is based on the completion of stated objectives and should include:

(1) Production test
(2) Timed writings
(3) Daily work

REQUIREMENT: The student will be able to type a minimum of 55 gross per minute with five or less errors on four, five-minute timed writings.

Content Outline	Notes

I. Basic and Production Skills Review

    A. Technique development

        1. Correct stroking
        2. Rhythmic drills
        3. Word-line drills
        4. Sentence drills
        5. Alphabetic drills
        6. Number and figure drills
        7. Speed drills
        8. Control drills
        9. Speed and control drills

    B. Operative parts of the typewriter

    C. Change typewriter ribbon

    D. Rules

        1. Filing rules
        2. Word division rules
        3. Capitalization rules
        4. Punctuation rules

    E. Letter parts

    F. Letter styles

    G. Envelopes

    H. Tables

    I. Business Forms

    J. Proofreading symbols

II. General Office Correspondence

    A. Interoffice memorandums

    B. Duplicated communication (Typing a stencil)

    C. Index cards

    D. Letterhead and executive-size stationery

Content Outline Notes

E. Agenda for meeting

F. Form letter

G. Cost sheet

III. Accounting Office Correspondence

A. Accounting report

1. Auditor's statement
2. Balance sheet
3. Schedule
4. Funds flow statement

B. Financial statement in letter

C. Payroll form

IV. Executive Office Correspondence

A. Two-page letters and memorandums

B. Letters on executive-size stationery

C. Memorandums with tables

D. Agenda

E. Schedules

F. Reports

G. Programs for meetings

H. Other

V. Technical Office Correspondence

A. Statistical terminology

B. Data processing terminology

C. Outlines

Content Outline	Notes

D. Manuscripts

1. Footnotes
2. Table of contents
3. Title page
4. Bibliography

E. Interoffice memorandums

F. Business forms

1. Purchase requisition
2. Purchase order
3. Invoice
4. Petty cash voucher

G. Index cards

H. Labels

1. Mailing
2. File folder

VI. Professional Office Correspondence

A. Legal office correspondence

1. Legal documents
    - a. Partnership agreement
    - b. Warranty deed
    - c. Will
    - d. Codicil to will
    - e. Power of attorney
2. Legal backs and endorsements
3. Other legal forms

B. Medical office or hospital correspondence

1. Form letters
2. Medical terminology
3. Reports
    - a. Radiology
    - b. Medical history
4. Other reports or forms

C. Technical report

  1. Manuscript
  2. Table
  3. Title page
  4. Other reports or forms

VII. Government Correspondence

A. Government letters

  1. Informal
  2. Formal

B. Other government forms

VIII. Other Professional Correspondence

A. Insurance office

B. Real estate office

C. Travel agency

D. Savings and loan or bank

E. Educational agency

F. Retailing firm

G. Supermarket chain

H. Other professional offices

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5. New Book

Mach, K. A. and others. Typewriting: A Mastery Approach. Chicago: Science Research Associates, Current Edition. (Books, guides, working papers, transparency masters available for each typewriting course.)

APPENDIX

APPENDIX A*

COURSE OUTLINE

Curriculum: Secretarial Science   Course Number: BUS 204

Title--Typewriting IV

I. Description of Course: Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

II. Credits, Hours (lecture/lab), Pre-requisites:

- A. Credits - 3
- B. Hours - 1, Class; 4, Laboratory
- C. Pre-requisites - BUS 104 or equivalent, speed 50 words a minute for five minutes with five errors or less.

III. Modes of Instruction:

- A. Packaged material
- B. Traditional classroom
  - 1. Lecture
  - 2. Laboratory

IV. Outline of Instruction:

- A. Unit I. Basic and Production Skills Checkup
  Objective: to review skills previously learned.
- B. Unit II. Typing in a General Office
  Objective: to type letters on letterhead stationery and executive size letterheads; to type carbon copies on second sheets; use envelopes of appropriate size; and to type stencils.
- C. Unit III. Typing in a Technical Office
  Objective: to successfully type problems on index cards, interoffice memorandum forms, and special business forms (such as invoices, requisitions, purchase orders, etc.); to type manuscripts and tabulations.
- D. Unit IV. Typing in an Accounting Office
  Objective: to learn to type accounting reports; to properly use or type on letterheads, carbon paper, second sheets, folders or binders for accounting reports, gummed labels, and envelopes.

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*Information for Appendix A was developed by Esther Hodges, Secretarial Science Department, Durham Technical Institute, Durham, NC.

E. Unit V. Basic and Production Skills: Measurements
Objective: to review and check on skills on several of the assignments completed earlier in this course

F. Unit VI. Typing in a Professional Office
Objective: to type communications in legal, medical, and scientific offices.

G. Objective: to type 55 gross words a minute on straight copy with a maximum of 5 errors.

V. Methods of Evaluation

Production - 50 percent
Timed Writings - 50 percent

VI. References:

Text: 9th Edition College Typewriting Lessenberry, Wanous, Duncan, South-Western Publishing Company.

Media: AVT (cassettes and slides). Overhead Projector.

VII. Class Policies/Procedures

Class meets daily. Two days a week are spent on daily production work. One day will be on timed production. Two half days will be spent on speed building; the remaining half will be spent on timed production.

(Example)

APPENDIX B*

ADVANCED TYPING
BUS 204

Credit Hours: 3

Course Objectives:

1. To develop the ability to apply previously learned skills in producing mailable copy of various types of office production problems.
2. To develop the ability to proofread to maximum efficiency.
3. To develop the ability to use own initiative and creativity in completing production assignments.
4. To develop the ability to use various resources in solving problems.
5. To type a minimum of 55 gross words per minute on straight copy with a maximum of five errors.

Outline of Course:

I. PACKAGE 1--UNIT 1: TYPEWRITING CLINIC--This package will help you help yourself to improve your speed and accuracy.
II. PACKAGE 2--UNIT 2: MANUSCRIPT TYPING--This package will cover title pages, tables of contents, outlines, reports, and bibliographies.
III. PACKAGE 3--UNIT 3: LETTERS AND ENVELOPES--This package will cover the basic letter styles, envelopes, and application letters with personal data sheets.
IV. PACKAGE 4--UNIT 4: TABULATION PROBLEMS--This package will cover the different tabulation methods and tables and charts.
V. PACKAGE 5--UNIT 5: BUSINESS FORMS--This package will cover various business forms such as telegrams, expense reports, purchase orders, invoices, and voucher checks.
VI. PACKAGE 6--UNIT 8: EXECUTIVE TYPING--This package will cover executive typing which includes an itinerary, reservation letters, a schedule of appointments, letters to trip contacts, minutes of a meeting, a press release, a speech and thank you letters.
VII. PACKAGE 7--UNIT 9: LEGAL TYPING--This package will cover some legal typing.

Text:

Production Typing, A Collegiate Course. Bendixen and Carter.

Supplemental Materials:

Working papers corresponding to above text, plain white 8 1/2 x 11 inch typing paper, carbon paper, typing eraser.

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*Information for Appendix B was developed by Carol Martin, Business Department Head, Southwestern Technical Institute, Sylva, NC.

(Example)

ADVANCED TYPING
BUS 204

GENERAL INFORMATION SHEET

Credit hours: 3

I. Problems

Although an actual numerical grade will not be assigned the problems, you will receive credit for their successful completion. Credit must be received on all problems assigned in order for you to complete the course. If a problem is not acceptable, you must do it over until it is, in order to receive credit.

II. Production Jobs

The production jobs will measure your ability to get at the work promptly, to plan and type the work under pressure of time, and to proofread and correct your errors. They are timed and graded by means of the Typewriting Quality Improvement Chart (explained below). Most of the production jobs can be completed in one class period.

A. How To Time Production Jobs

The timing of a production job covers the over-all operation of planning the work, gathering the materials, typing, and assembling the finished work. In other words, begin the timing after you have read the directions and before you gather your materials. Timing is stopped when you have assembled all your work and it is ready to turn in.

When a production job requires more than one class period for completion, you will be permitted on subsequent days to place your unfinished work in the machine before you begin the timing. A time sheet is provided in Folder 1 on which you will record the time used each day for multi-day production jobs.

If you do not finish the work by the time the basic (maximum) time allotted to the job has expired, you are to stop and submit your unfinished work. You will have lost the opportunity to earn any credit on that particular job and you will not be allowed to make up any production job.

As soon as you have finished a production job and arranged the papers in proper presentation form, you should bring your work and your Typewriting Quality Improvement Chart to me.

B. Typewriting Quality Improvement Chart

1. Recording Errors. I will go over your papers with you as soon as you turn them in to me. If there are errors, I will check them on your chart. The number of check marks will not directly influence your grade, but will graphically identify your weakness areas.

   A few minor errors which will be obvious to an alert typist have been intentionally placed in the textbook. The purpose of these built-in errors is to train you to perform a task which you must do when you are employed--proofread the material to be typed before or during the typing. These errors are not obscure; they are errors in spelling, in simple computation, in punctuation, or in the consistent use of a style. For grading purposes, those of you who find and correct such an error (or who report it to me) will be given bonus credit; those who fail to detect and correct the error (or who find it but do not report it to me) will not be penalized.

2. Assigning Unit Credits. A separate grade will not be assigned each job. Instead, you will receive a unit credit for each sheet which I accept as mailable.

   To be acceptable for credit, a typewritten page should:
   a. be correctly set up
   b. have all errors neatly corrected
   c. be free of smudges or other marks of careless handling.

   Distribution of the unit credits shown on the Typewriting Quality Improvement Chart is as follows:
   a. One credit for each acceptable sheet, but no additional credits for carbon copies or for envelopes accompanying letters.
   b. Production Job 6, one unit for every 10 acceptable envelopes.
   c. Production Job 13, one unit for the completed job, since the work is not completed until the two sheets are properly fastened together.
   d. Production Job 20, two credits for four appointment letters and one credit for each of the other typewritten pages.

3. Recording Time Used. In the textbook, three time goals are given at the beginning of each production job. These goals are repeated on the Typewriting Quality Improvement Chart. The expert goal is the time those of you with a basic typing speed of 60 words a minute, working with a minimum of waste motion, will use to complete the job. The average goal is the time used by those of you who have a basic typing speed of 50 words a minute and who may waste some time in planning or typing the

work. The basic rate is the time used by those of you who have a basic typing speed of 40 words a minute and who may be dilatory in getting at the work or who use an inordinate amount of time to correct your errors. The amount of time you use for each job must be recorded on your chart.

II. Grading

Two criteria are used: the number of unit credits earned and the production rate achieved. A unit credit is earned for each mailable piece. Your unit credits and your time are allowed to accumulate until the end of the course. When it is time to assign a grade, I will average your unit-credit percentage and your production-rate percentage, each of which is described below.

In order to find your unit-credit percentage, I will add the unit credits you have earned during the course (recorded on your chart) and divide the total by the sum of the unit credits allotted on the chart to these jobs. For example, suppose you received 22 credits out of a possible 25. I will divide 22 by 25 to arrive at your unit-credit percentage, 88. This number represents the percentage of your work that was accepted as mailable.

In order to determine your production-rate percentage, I will add the goals given on the average level and divide this total by the amount of time you used to complete these jobs. For example, suppose you used 288 minutes to complete the jobs for which 243 minutes are allotted on the average level. I will divide 243 by 288 to arrive at your production-rate percentage, 84.

Your grade will then be the average of 88 and 84, or 86. This will be converted to a letter grade according to the following scale:

A = 93-100 B = 86-92 C = 75-85 Inc. = below 75

Remember, however, that you must also be able to type 55 words a minute with no more than one error per minute on a timed writing in order to receive this grade.

When you have completed all the requirements for the course, compute your own grade using the Typewriting Quality Improvement Chart and the above directions. Turn it in to me to be checked.

III. Timed Writings

You will time yourself on the timed writings in the packages; however, I may give you a timed writing at any time without notice. At least

(Example)

three of your timed writings must be at 55 words per minute with no more than one error per minute. If you see that you are not reaching this goal, it is up to you to practice and turn in supplemental timed writings from the clinic in the back of your book. This section contains some very good practice materials and aids for specific kinds of problems.

Every time you take a timed writing, go to the Error Analysis Chart, which is on the back of your Typewriting Quality Improvement Chart, and tally the types of errors you made. This will help you to identify any weaknesses so that you can use the clinic more effectively.

IV. General Instructions

A. Classes will meet as scheduled and you will be expected to attend.
B. Your name and exercise number must be in the upper right corner of each page.
C. I will grade all your work when you turn it in so that you can watch and see your errors. This means you must wait until I am finished with the person in front of you to turn in your work.
D. It is recommended that you keep up with your work day by day as you will not be able to do everything in the last few weeks. I WILL NOT SET UP SPECIAL SESSIONS FOR ANYONE WHO WAITS UNTIL THE LAST MINUTE TO DO WORK WHICH HAS BEEN ASSIGNED ALL QUARTER.
E. When you have finished typing, you must turn your typewriter off, replace the dust cover and push the chair back under the desk.

(Example)

ADVANCED TYPING
BUS 204

Package 7

Credit hours: 3

UNIT 9: LEGAL TYPING

Objectives: Following correct form and procedures, you will type a deed, a will, a complaint, and legal backs. You will take a timed writing, record your errors and type their remedies correctly.

Approximate Completion Time: 4 hours

Procedures:

I. You will turn in each section (Roman numeral) as you complete instead of turning it all in at the end of the package.

II. Read carefully the introductory material for Unit 9, pages 81 and 82.

III. Lesson 63, page 82

   A. Read 63 B
   B. Do the Technique Practice at the top of page 83, but omit Problem 2

IV. Lesson 66, page 86

   A. Read 66 B carefully and do Problem 3

V. Lesson 67, page 87

   A. Read 67 B
   B. Read 67 C
   C. Do Problem 4

VI. Time yourself on five-minute writing A on page C20. Remember your Error Analysis Chart and error remedies.

VII. After we have evaluated all the above work together, I will give you the course evaluation.

APPENDIX C (Example)

TYPEWRITING IV
T-BUS 204

Textbook: Typing 75: Professional by Alan C. Lloyd and others.

Instructor: (Your Name)

Objectives:

1. To develop the ability to apply previously learned skills in producing mailable copy of various types of office production problems.
2. To develop the ability to proofread to maximum efficiency.
3. To develop the ability to use own initiative and creativity in completing production assignments.
4. To develop the ability to use various resources in solving problems.
5. To type a minimum of 55 gross words per minute on straight copy with a maximum of five errors.

Units of Study: (List proposed sections to be studied.)

Procedure: (List daily class schedule planned or overall format for the class.)

Example:

Application: Students study, practice or work on assigned typewriting problems. Individual assistance or instruction will be given on any problems.

Testing Procedure: (List and explain your testing schedule.)
Tests: Example: Tests will be given as indicated on the individual assignment sheets. Test day is Wednesday. It is the student's responsibility to sign up for testing.

Timed Writings: Five minute timed writings will be given on Fridays.

Requirement: The student will be able to type a minimum of 55 gross words per minute on four, 5-minute timed writings with a maximum of five errors.

Grading: (List your grading scale.)
Example: Final grading will be based on the following scale:

90%	Production
10%	Final examination (Comprehensive)

(Example)

Instructions: (List any special instructions in this section.)

Each assignment sheet will consist of several basic assignments with a stated objective or performance by the student, and activities necessary to obtain the objective.

A file will be maintained for each student's problems in Room 103. A testing file will be maintained in the instructor's office.

Each assignment should be completed, stapled and filed by the student in the individual file. After completing each assignment, the student should check the completed work with the Teacher's Manual. After checking problems with manual examples, typographical errors or form errors should be corrected, if possible, or problem retyped. After all assignments are completed, assignment sheet should be stapled to the completed problems.

The instructor will assist with any problems or concepts that are not fully understood. Periodic checks will be made on the student's work.

Information on papers filed and on test papers should be typed in the upper right-hand corner of the page and should include Name, T-BUS 204 and Date. All papers should be stapled in the upper left-hand corner.

426A

(Example)

PART 10
(Lessons 232-237)

UNIT 38
POPPLER REALTY AGENCY

Production Scoreboard:

In grading this section, your penalties on each problem will be totaled:

-3 for each major area (too high or too low on page, arrangement, etc.)
-2 for each minor error (indenting, positioning, etc.)
-1 for each typographical error

TOTAL PENALTIES AND GRADE

Grade	D	C		B		A	
Assignment	TOTAL PENALTY						
Form 98	5	4	3	2		1	0
Form 99	5	4	3	2		1	0
Manus. 87	6	5	4	3	2	1	0
Manus. 88	6	5	4	3	2	1	0
Form 100	4	3	2	1		0	
Manus. 89	6	5	4	3	2	1	0
Manus. 90	6	5	4	3	2	1	0
Form 101	4	3	2	1		0	
Form 102	4	3	2	1		0	
Table 81 Manus. 91	6	5	4	3	2	1	0
Letter 123	4	3	2	1		0	
Letter 124 Table 82	4	3	2	1		0	
Table 83	4	3	2	1		0	
Letter 125	4	3	2	1		0	

AT THE BEGINNING OF EACH CLASS, TYPE 232-A, PAGE 359, EACH LINE THREE TIMES.

One-, three- and five-minute timed writings will be given for practice and credit from 232-B and 232-C, page 359.

Assignment 1

OBJECTIVE: The student will be able to prepare and type a Broker's Contract.

ACTIVITIES: Form 98, page 360.

Assignment 2

OBJECTIVE: The student will be able to prepare and type a real estate listing.

ACTIVITIES: Form 99, page 360.

Assignment 3

OBJECTIVE: The student will be able to prepare and type a Promotion Leaflet according to Mr. Poppler's directions.

ACTIVITIES: Manuscript 87, page 361.
Manuscript 88, page 362.

Assignment 4

OBJECTIVE: The student will be able to prepare and type an Apartment Lease.

ACTIVITIES: Form 100, page 362.

Assignment 5

OBJECTIVE: The student will be able to prepare and type a Sale Agreement With Option from rough draft form.

ACTIVITIES: Manuscripts 89 and 90, pages 363-64.

Assignment 6

OBJECTIVE: The student will be able to interview and prepare a Prospect Card. (This project involves two students.)

ACTIVITIES: Form 101, page 365.

Assignment 7

OBJECTIVE: The student will be able to prepare a Binder Agreement.

ACTIVITIES: Form 102, page 365.

Assignment 8

OBJECTIVE: The student will be able to type a Closing Statement from rough draft copy.

ACTIVITIES: Table 81 and Manuscript 91, page 366.

Assignment 9

OBJECTIVE: The student will be able to type letters, using letter-style of choice, relating to the real estate industry. (Instructor may dictate one or more letters to student.)

ACTIVITIES: Letter 123, 124/Table 82, Letter 125; pages 367-68.

Assignment 10

OBJECTIVE: The student will be able to type a Financial Summary of Receipts and Expenses from rough draft copy.

ACTIVITIES: Table 83, page 368.

TEST TIME AGAIN!!! SIGN UP!!!

RCC SECRETARIAL SCIENCE DEPARTMENT
SKILLS STANDARD

STANDARDS

Advanced Typewriting

BUS 204

Production Typing (Practice Set)

Grades are computed as directed in the manual with one-half of the grade based on Unit Credits earned and one-half on Production Rate achieved. The production is based on the expert level with the maximum time being the basic time. The time is not ended until the work has been stapled and turned in to the instructor.

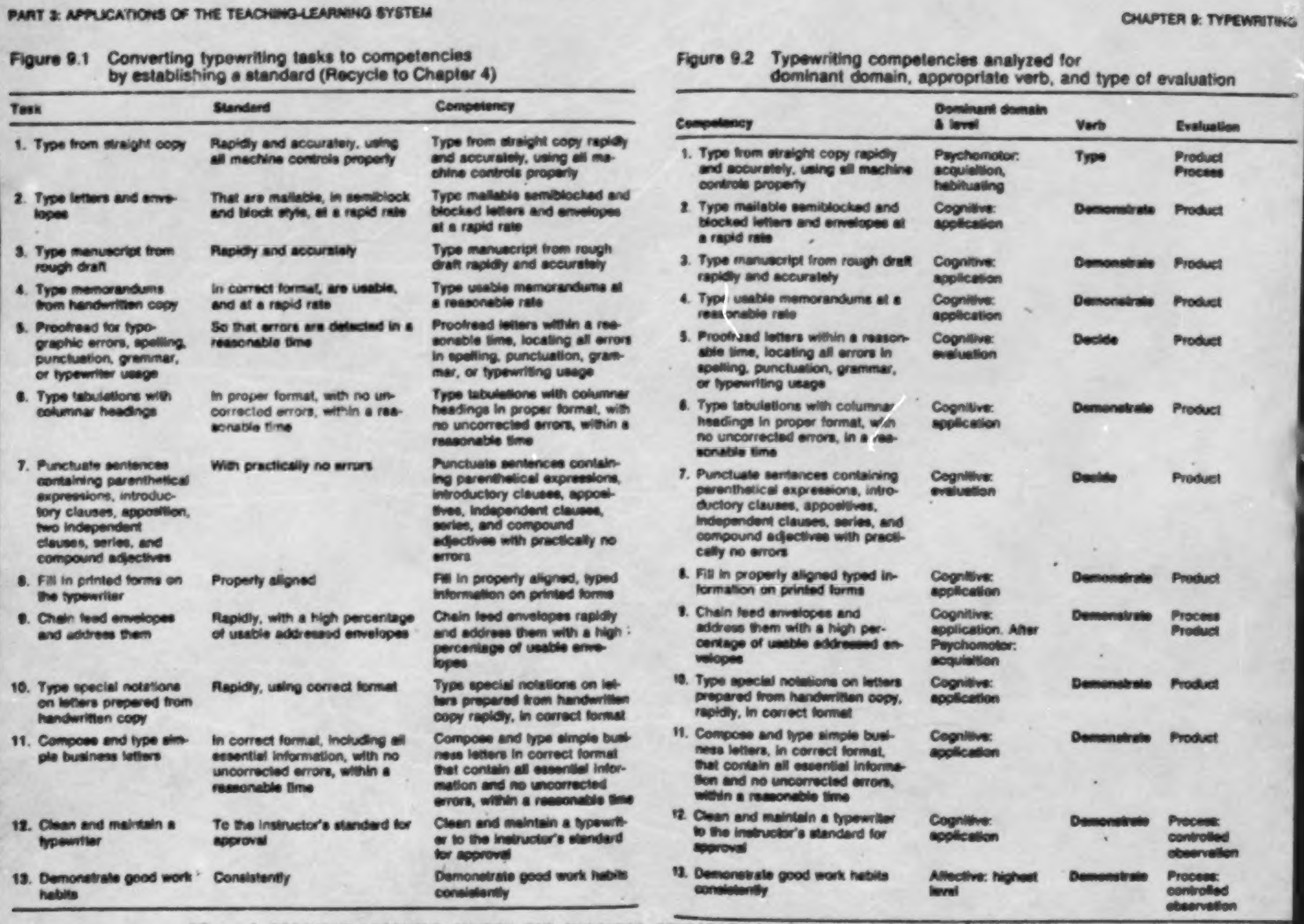
Other work is checked carefully and given back to the student, but is not graded.

Timed writings are given but are not considered for grading.

Students must type 20 minutes every day for outside practice. A minimum of five full pages single spaced is to be turned in every week.

Grading Scale at the end of the quarter:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69



PART 3: APPLICATIONS OF THE TEACHING-LEARNING SYSTEM

CHAPTER 9: TYPEWRITING

Figure 9.1 Converting typewriting tasks to competencies by establishing a standard (Recycle to Chapter 4)

Task	Standard	Competency
1. Type from straight copy	Rapidly and accurately, using all machine controls properly	Type from straight copy rapidly and accurately, using all machine controls properly
2. Type letters and envelopes	That are mailable, in semiblock and block style, at a rapid rate	Type mailable semiblocked and blocked letters and envelopes at a rapid rate
3. Type manuscript from rough draft	Rapidly and accurately	Type manuscript from rough draft rapidly and accurately
4. Type memorandums from handwritten copy	In correct format, are usable, and at a rapid rate	Type usable memorandums at a reasonable rate
5. Proofread for typographic errors, spelling, punctuation, grammar, or typewriter usage	So that errors are detected in a reasonable time	Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage
6. Type tabulations with columnar headings	In proper format, with no uncorrected errors, within a reasonable time	Type tabulations with columnar headings in proper format, with no uncorrected errors, within a reasonable time
7. Punctuate sentences containing parenthetical expressions, introductory clauses, apposition, two independent clauses, series, and compound adjectives	With practically no errors	Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors
8. Fill in printed forms on the typewriter	Properly aligned	Fill in properly aligned, typed information on printed forms
9. Chain feed envelopes and address them	Rapidly, with a high percentage of usable addressed envelopes	Chain feed envelopes rapidly and address them with a high percentage of usable envelopes
10. Type special notations on letters prepared from handwritten copy	Rapidly, using correct format	Type special notations on letters prepared from handwritten copy rapidly, in correct format
11. Compose and type simple business letters	In correct format, including all essential information, with no uncorrected errors, within a reasonable time	Compose and type simple business letters in correct format that contain all essential information and no uncorrected errors, within a reasonable time
12. Clean and maintain a typewriter	To the instructor's standard for approval	Clean and maintain a typewriter to the instructor's standard for approval
13. Demonstrate good work habits	Consistently	Demonstrate good work habits consistently

Figure 9.2 Typewriting competencies analyzed for dominant domain, appropriate verb, and type of evaluation

Competency	Dominant domain & level	Verb	Evaluation
1. Type from straight copy rapidly and accurately, using all machine controls properly	Psychomotor: acquisition, habituating	Type	Product Process
2. Type mailable semiblocked and blocked letters and envelopes at a rapid rate	Cognitive: application	Demonstrate	Product
3. Type manuscript from rough draft rapidly and accurately	Cognitive: application	Demonstrate	Product
4. Type usable memorandums at a reasonable rate	Cognitive: application	Demonstrate	Product
5. Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage	Cognitive: evaluation	Decide	Product
6. Type tabulations with columnar headings in proper format, with no uncorrected errors, in a reasonable time	Cognitive: application	Demonstrate	Product
7. Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors	Cognitive: evaluation	Decide	Product
8. Fill in properly aligned typed information on printed forms	Cognitive: application	Demonstrate	Product
9. Chain feed envelopes and address them with a high percentage of usable addressed envelopes	Cognitive: application. After Psychomotor: acquisition	Demonstrate	Process Product
10. Type special notations on letters prepared from handwritten copy, rapidly, in correct format	Cognitive: application	Demonstrate	Product
11. Compose and type simple business letters, in correct format, that contain all essential information and no uncorrected errors, within a reasonable time	Cognitive: application	Demonstrate	Product
12. Clean and maintain a typewriter to the instructor's standard for approval	Cognitive: application	Demonstrate	Process: controlled observation
13. Demonstrate good work habits consistently	Affective: highest level	Demonstrate	Process: controlled observation

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TYPEWRITING SYLLABI

BUSINESS 102	TYPEWRITING I (Beginning Typewriting)
BUSINESS 103	TYPEWRITING II (Elementary Typewriting)
BUSINESS 104	TYPEWRITING III (Intermediate Typewriting)
BUSINESS 204	TYPEWRITING IV (Advanced Typewriting)
BUSINESS 205	TYPEWRITING V (Production and Speed Building)

The typewriting syllabi were revised by Dora Johnson, Secretarial Science Department Chairperson, Central Piedmont Community College and Esther Hodges, Secretarial Coordinator, Durham Technical Institute with assistance from the Secretarial Science Curriculum Advisory Committee. Appreciation is expressed to Mrs. Johnson, Mrs. Hodges, Central Piedmont Community College and Durham Technical Institute and the Advisory Committee for their assistance.

INTRODUCTION

Commercial typewriting materials are available which contain objectives, activity experiences and suggested evaluation methods. Therefore, this outline was prepared only to provide the instructor with suggested content for the course and a bibliography.

This course is designed for emphasis in special fields of study; ie, executive, legal, medical, technical, educational, etc. The student is given the opportunity to become skilled in a particular area by completing production problems. A practice set may accomplish this objective.

Appreciation is expressed to the Secretarial Science Curriculum Advisory Committee, appointed in August, 1975, and especially to Mrs. Esther Hodges, Durham Technical Institute and Mrs. Dora Johnson, Central Piedmont Community College for their assistance in revising and developing this course.

BUSINESS 205 TYPEWRITING V (Speed Building and Production)

I. DESCRIPTION OF COURSE:

This course is based on production and speed building. The student will improve typing techniques including stroke control, accuracy, forced speed building and will retain speed for long periods of time by typing straight copy. Emphasis is also on applying skills, working under pressure, decision-making and producing neat, attractive and mailable copy. All production work will be timed.

II. COURSE OBJECTIVES:

Given the material as presented in this course, the student will:

1. Improve and strengthen typing techniques, skills, speed and accuracy on production problems.
2. Improve proficiency in typing numbers and symbols.
3. Use own judgment and make decisions on letter style to use, arrangement of letter, copies to make or other factors when typing production problems.
4. Develop the ability to type straight copy for long periods of time.
5. Learn to think while typing.
6. Learn to handle problems and make decisions when minimum instructions are provided.
7. Apply classroom skills to office requirements.
8. Type a minimum of 60 gross words per minute with five or less errors.

III. COURSE OVERVIEW:

A. Correspondence
B. Business forms
C. Manuscript typing
D. Tabulation
E. Bulk mail
F. Typewriting competency

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-four (3-4) quarter hours credit
B. One-two (1-2) class hours per week; three-four (3-4) laboratory hours per week
C. Prerequisite: BUS 204, Typewriting IV, Advanced Typewriting

V. EVALUATION:

Evaluation is based on the completion of stated objectives and should include: (1) production tests and (2) timed writings.

REQUIREMENT: The student will be able to type a minimum of 60 gross words per minute with five or less errors on four, five-minute timed writings.

Content Outline	Notes

I. Correspondence (Emphasis on Specialized Area of Study)

   A. Letters and envelopes (review)
      1. Basic letter styles
         a. Block
         b. Modified block
         c. AMS simplified
      2. Special features of letters
         a. Attention line
         b. Carbon copy notation
         c. Enclosure notation
         d. Mailing notations
         e. Official titles
         f. Personal titles
         g. Postscript
         h. Reference initials
         i. Second-page headings
         j. Subject lines

   B. Interoffice communications

   C. Postal cards

   D. Envelopes
      1. Addressing large and small envelopes
      2. Folding procedure for large, small and window envelopes
      3. Return address
      4. Special notations
         a. Addressee
         b. Airmail
         c. Mailing

   E. Order form letters

   F. Application letters/data sheets

   G. Letters on various types of stationery

   H. Direct dictation of correspondence

   I. Composing correspondence

Content Outline Notes

II. Business Forms

A. Application blanks

B. Accounting forms

C. Purchase orders

D. Invoices (bills)

E. Voucher checks

F. Records

G. Labels

H. Other

III. Manuscript Typing

A. Types of manuscripts
  1. Report
  2. News release
  3. Radio/television script
  4. Agenda for meetings
  5. Minutes for meetings
  6. Magazine articles
  7. Other

B. Styles of Manuscripts
  1. Formal
  2. Informal
  3. Bound
  4. Unbound
  5. Topbound

C. Special features of manuscripts
  1. Outline
  2. Title page
  3. Contents
  4. Headings
  5. Footnotes
  6. Bibliography
  7. Using proofreader's marks
  8. Other

Content Outline	Notes

IV. Tabulation

- A. Open tables
- B. Ruled tables
- C. Boxed tables
- D. Memorandum with table
- E. Letter with table
- F. Statistical table
- G. Tables with special features
  1. Leaders
  2. Footnotes
  3. Fractions
  4. Braced headings
  5. Multi-column tables
  6. Two-page tables
  7. Horizontal tables (sideways)

V. Bulk Mail (Mass Mailings)

- A. Preparing information for mailing
  1. Correspondence draft (letter, memorandum, additional information)
  2. Stencil
  3. Copying (machine runoff)
  4. Collating
  5. Addressing envelopes
  6. Preparing for mailing (folding, inserting, etc.)
- B. Preparing form or fill-in letters
- C. Mailing lists

VI. Determining Typewriting Competency

- A. Recording and analyzing errors
- B. Spelling problems
- C. Terminology problems

Content Outline	Notes
D. Number problems	
E. Speed and control	
F. Corrections (using different techniques)	
G. Keyboard review	
H. Machine operations	

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1. Books

General

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Rowe, John L. and F. Etier. *Typewriting Drills for Speed and Accuracy*. New York: McGraw-Hill Book Company, Current Edition.

Executive Area

Perkins, E.A., *et al*. *Practice for Professional Typing*. New York: McGraw-Hill Book Company, Current Edition.

Reigel, Charles E. and Edward A. Perkins. *Executive Typewriting*. New York: McGraw-Hill Book Company, Current Edition.

Medical Area

Root, Kathleen B. and Edward E. Byers. *Medical Typing Practice*. New York: McGraw-Hill Book Company, Current Edition.

Siegfried, W. *Typing Medical Forms*. New York: McGraw-Hill Book Company, Current Edition.

Legal Area

DuPree, Garland C. and Dorothy S. Namanny. Legal Office Typing. Cincinnati: South-Western Publishing Co., Current Edition.

Grahm, M. et al., Legal Typewriting. New York: McGraw-Hill Book Company, Current Edition.

Technical Area

Adams, Dorothy and Margaret Kurtz. Typing Practice for the Technical Secretary. New York: McGraw-Hill Book Company, Current Edition.

Lojko, Grace R. Typewriting Techniques for the Technical Secretary. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., Current Edition.

Wanous, S.J. Statistical Typing. Cincinnati: South-Western Publishing Co., Current Edition.

2. Periodicals

Balance Sheet
Business Education Forum
Business Education World
Journal of Business Education
Viewpoints in Business and Office Education
Word Processing
Word Processing Report
Word Processing World

3. Audio-Visual Aids

Instructors are encouraged to develop materials.

4. Other Sources

Hakes, Adelaide R. Typewriting Speed Studies. New York: McGraw-Hill Book Company, Current Edition.

House, Clifford R. and Apollonia M. Koebele. Reference Manual for Office Personnel. Cincinnati: South-Western Publishing Co., Current Edition.

Leslie, Louis A. Twenty-Thousand Words. New York: Gregg Division, McGraw-Hill Book Company, Current Edition

MacClain and Dame. Typewriting Techniques and Shortcuts. Cincinnati: South-Western Publishing Co., Current Edition.

Rowe, John L., et al. Gregg Typing, Keyboard Course. New York: McGraw-Hill Book Company, Current Edition.

Silverthorn, J.E. Word Division Manual. Cincinnati: South-Western Publishing Co., Current Edition.

Teaching tapes for Gregg Typewriting for Colleges. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

5. New Book

Mach, K. A. and others. Typewriting: A Mastery Approach. Chicago: Science Research Associates, Current Edition. (Books, guides, working papers, transparency masters available for each typewriting course.)

Leslie, Louis A. Twenty-Thousand Words. New York: Gregg Division, McGraw-Hill Book Company, Current Edition

MacClain and Dame. Typewriting Techniques and Shortcuts. Cincinnati: South-Western Publishing Co., Current Edition.

Rowe, John L., et al. Gregg Typing, Keyboard Course. New York: McGraw-Hill Book Company, Current Edition.

Silverthorn, J.E. Word Division Manual. Cincinnati: South-Western Publishing Co., Current Edition.

Teaching tapes for Gregg Typewriting for Colleges. New York: Gregg Division, McGraw-Hill Book Company, Current Edition.

5. New Book

Mach, K. A. and others. Typewriting: A Mastery Approach. Chicago: Science Research Associates, Current Edition. (Books, guides, working papers, transparency masters available for each typewriting course.)

APPENDIX

(Example)

COURSE OUTLINE

Curriculum: Secretarial Science **Course Number:** BUS 205

Title: Typewriting V (Production and Speeding Building)

I. Description of Course:

This course is based on production and speed building. The student will improve typing techniques including stroke control, accuracy, forced speed building and will retain speed for long periods of time by typing straight copy. Emphasis is also on applying skills, working under pressure, decision-making and producing neat, attractive and mailable copy. All production work will be timed.

II. Course Objectives:

A. Three (3) quarter hours credit
B. One (1) class hour per week; Four (4) laboratory hours per week
C. Prerequisite: BUS 205, Typewriting IV, Advanced Typewriting

III. Mode of Instruction:

Lecture, laboratory

IV. Outline of Instruction:

Objectives

Given the material as presented in this course, the student will

1. improve and strengthen typing techniques, skills, speed and accuracy on production problems
2. improve proficiency in typing numbers and symbols
3. Use own judgment and make decisions on letter style to use, arrangement of letter, copies to make, or other factors when typing production problems
4. develop the ability to type straight copy for long periods of time
5. learn to think while typing
6. learn to handle problems and make decisions when minimum instructions are provided
7. apply classroom skills to office requirements
8. type a minimum of 60 gross words per minute with five or less errors

V. Methods of Evaluation:

1. Students are graded on all timed assignments. A production rate is established for Superior, Above Average and Fair. Final grade: production 50 percent and straight copy 50 percent.
2. Assignments are also graded for mailability, neatness, and accuracy.
3. Since both quantity and quality of improvement and production is of prime consideration in these learning experiences, a certain amount of subjectivity will necessarily enter into the grading analysis.

Methods of Evaluation (Continued)

4. Production is considered of equal importance to speed; therefore, the student's grade in production is treated as half of the grade.
5. Five-minute timings are given; five errors are the maximum number allowable on recorded timings. The minimum speed requirement is 60 words a minute.

VI. References:

Textbook: 9th Edition, College Typewriting, Complete Course: Lessenberry, Wanous, and Duncan, South-Western Publishing Company.

Audio Visual Aids: Teaching tapes for Speed Building (AVT) and slides (AVT)

VII. Class Policies/Procedures:

Class meets daily. Two days are spent on daily production work each week. One day will be on timed production. Two half days will be spent on speed building; the remaining half will be spent on timed production.

Figure 9.1 Converting typewriting tasks to competencies by establishing a standard (Recycle to Chapter 4)

Task	Standard	Competency
1. Type from straight copy	Rapidly and accurately, using all machine controls properly	Type from straight copy rapidly and accurately, using all machine controls properly
2. Type letters and envelopes	That are mailable, in semiblock and block style, at a rapid rate	Type mailable semiblocked and blocked letters and envelopes at a rapid rate
3. Type manuscript from rough draft	Rapidly and accurately	Type manuscript from rough draft rapidly and accurately
4. Type memorandums from handwritten copy	In correct format, are usable, and at a rapid rate	Type usable memorandums at a reasonable rate
5. Proofread for typographic errors, spelling, punctuation, grammar, or typewriter usage	So that errors are detected in a reasonable time	Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage
6. Type tabulations with columnar headings	In proper format, with no uncorrected errors, within a reasonable time	Type tabulations with columnar headings in proper format, with no uncorrected errors, within a reasonable time
7. Punctuate sentences containing parenthetical expressions, introductory clauses, apposition, two independent clauses, series, and compound adjectives	With practically no errors	Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors
8. Fill in printed forms on the typewriter	Properly aligned	Fill in properly aligned, typed information on printed forms
9. Chain feed envelopes and address them	Rapidly, with a high percentage of usable addressed envelopes	Chain feed envelopes rapidly and address them with a high percentage of usable envelopes
10. Type special notations on letters prepared from handwritten copy	Rapidly, using correct format	Type special notations on letters prepared from handwritten copy rapidly; in correct format
11. Compose and type simple business letters	In correct format, including all essential information, with no uncorrected errors, within a reasonable time	Compose and type simple business letters in correct format that contain all essential information and no uncorrected errors, within a reasonable time
12. Clean and maintain a typewriter	To the instructor's standard for approval	Clean and maintain a typewriter to the instructor's standard for approval
13. Demonstrate good work habits	Consistently	Demonstrate good work habits consistently

Figure 9.2 Typewriting competencies analyzed for dominant domain, appropriate verb, and type of evaluation

Competency	Dominant domain & level	Verb	Evaluation
1. Type from straight copy rapidly and accurately, using all machine controls properly	Psychomotor: acquisition, habituating	Type	Product Process
2. Type mailable semiblocked and blocked letters and envelopes at a rapid rate	Cognitive: application	Demonstrate	Product
3. Type manuscript from rough draft rapidly and accurately	Cognitive: application	Demonstrate	Product
4. Type usable memorandums at a reasonable rate	Cognitive: application	Demonstrate	Product
5. Proofread letters within a reasonable time, locating all errors in spelling, punctuation, grammar, or typewriting usage	Cognitive: evaluation	Decide	Product
6. Type tabulations with columnar headings in proper format, with no uncorrected errors, in a reasonable time	Cognitive: application	Demonstrate	Product
7. Punctuate sentences containing parenthetical expressions, introductory clauses, appositives, independent clauses, series, and compound adjectives with practically no errors	Cognitive: evaluation	Decide	Product
8. Fill in properly aligned typed information on printed forms	Cognitive: application	Demonstrate	Product
9. Chain feed envelopes and address them with a high percentage of usable addressed envelopes	Cognitive: application. After Psychomotor: acquisition	Demonstrate	Process Product
10. Type special notations on letters prepared from handwritten copy, rapidly, in correct format	Cognitive: application	Demonstrate	Product
11. Compose and type simple business letters, in correct format, that contain all essential information and no uncorrected errors, within a reasonable time	Cognitive: application	Demonstrate	Product
12. Clean and maintain a typewriter to the instructor's standard for approval	Cognitive: application	Demonstrate	Process: controlled observation
13. Demonstrate good work habits consistently	Affective: highest level	Demonstrate	Process: controlled observation

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SYLLABUS FOR

WORD PROCESSING

BUS 273

This syllabus was developed by Mary Helen Casey, Business Instructor, Nash Technical Institute and Ella Fisher, Business and Office Education Department, East Mecklenburg High School, Charlotte. The syllabus was reviewed by the Secretarial Science Curriculum Advisory Committee.

Appreciation is expressed to Ms. Casey and Ms. Fisher and to their respective educational unit and to the Advisory Committee for their assistance and contributions.

BUS 273 WORD PROCESSING

I. DESCRIPTION OF COURSE:

The student will be provided a thorough background of word processing concepts and skills for both administrative and correspondence positions.

II. COURSE OBJECTIVES:

Given the materials as presented in this course, the student will:

1. Be familiar with word processing vocabulary and terminology.
2. Be aware of the structures of word processing systems.
3. Be able to use a power keyboard.
4. Be able to plan and organize work.
5. Be able to supervise a word processing center.
6. Be familiar with the functions and duties of the administrative/support center.

III. COURSE OVERVIEW:

A. The word processing concept
B. Correspondence area of word processing
C. Administrative/support area of word processing

IV. CREDITS, HOURS, PREREQUISITES:

A. Three-seven (3-7) quarter hours credit
B. Three-five (3-5) class hours per week; Zero-four (0-4) laboratory hours per week
C. Prerequisites:
   1. Acceptable language arts skills
   2. Typewriting proficiency
   3. Machine transcription proficiency
   4. Acceptable knowledge of office procedures and office machines

V. EVALUATION:

The evaluation is based on the completion of stated objectives and proven competency. Evaluation criteria is stated for each competency.

COMPETENCIES FOR WORD PROCESSING

Demonstrate the ability to identify, spell and define word processing terms to the instructor's standard for approval.

Demonstrate a conceptual knowledge of the structuring of a word processing system in business, industry or government to the instructor's standard for approval.

Demonstrate the rapid and accurate use of reference materials.

Exhibit acceptable oral communication skills consistently.

Demonstrate decision-making and problem-soviing abilities consistently.

Exhibit desirable cooperative attitude traits consistently.

Exhibit an acceptable knowledge of careers in word processing.

Demonstrate good manpulative techniques on a power keyboard consistently.

Proofread and revise documents within a reasonable time.

Demonstrate good manipulative machine transcription techniques consistently.

Produce documents from magnetic media rapidly and accurately.

File, log and maintain magnetic media accurately.

Manage time and tasks properly and reasonably.

Originate formats correctly, utilizing coding applicable to format.

Determine priorities for all work, doing most important work first, within a reasonable time period.

Supervise word processing center with consistent control.

Determine priorities for all work, doing most important work first, within a reasonable time period.

File and maintain records accurately.

Produce multiple copies of documents rapidly and accurately on reprographic equipment.

Dictate documents accurately onto magnetic media from printed or handwritten copy following correct dictating procedures.

Originate and dictate simultaneously in correct format, from an outline for original document writing, documents that contain all essential information.

Administer secretarial and clerical support as necessary.

Implement procedures and interpret flow of work with designated controls.

Competency	Content Outline	Activity Experience	Evaluation
	I. The Word Processing Concept		
Demonstrate the ability to identify, spell and define word processing terms to the instructor's standard for approval.	A. Word processing terminology and vocabulary	Spell correctly 15 terms associated with word processing. Define 15 terms associated with word processing. Explain why word processing terminology is important to an employee in a word processing environment.	Given a list of 40 terms, 15 of which are related to word processing and have spelling errors, demonstrate the ability to correctly identify, spell and define those 15 related to word processing.
Demonstrate a conceptual knowledge of the structuring of a word processing system in business, industry or government to the instructor's standard for approval.	B. Structure of word processing system in 1. Business 2. Industry 3. Government 4. Other	State goals of word processing as applied to an office situation. Identify the duties of support personnel. Identify the duties of correspondence personnel. Discuss the components of a procedures manual. Identify a number of input and output methods and devices used in a word processing system. List the responsibilities of the users of a word processing system. List the responsibilities of the word processing center personnel. Discuss advantages and disadvantages of the incorporation of word processing into various types of businesses. Discuss the relationships of data processing and graphics with word processing.	Given a hypothetical traditional office situation, demonstrate a conceptual knowledge of the structuring of a word processing system by devising a plan, to the satisfaction of the instructor, to convert the traditional office to a word processing structured system. Given three specific types of business (i.e. legal office, hospital, small retail establishment), discuss the feasibility of implementing word processing. Discuss the relationship of word processing with data processing. Discuss the relationship of word processing and graphics.

Competency	Content Outline	Activity Experience	Evaluation
Demonstrate the rapid and accurate use of reference materials.	C. Use of reference materials	Identify five types of reference materials/books. Describe the correct procedures for using reference materials. Demonstrate the use of reference materials to find answers to specific questions.	Given a number of reference books and 10 specific questions that may be answered from materials in the reference books, demonstrate the ability to locate answers rapidly by producing 10 correct answers within a reasonable time.
Exhibit acceptable oral communication skills consistently.	D. Oral communication skills	Demonstrate proper telephone techniques. Demonstrate proper person-to-person greeting techniques. Demonstrate correct interpersonal communications. Explain how communication skills affect the performance of an employee.	While being observed by the teacher using a criterion sheet and with no forewarning and given a simulated or real office situation involved with answering a telephone and greeting persons, exhibit acceptable oral communication skills. During class sessions, exhibit desirable interpersonal communication skills consistently.
Demonstrate decision-making and problem-solving abilities consistently.	E. Decision-making and problem-solving abilities	List and explain problems and efficiencies of word processing installations. Explain correct procedures for routing tasks through a word processing center. Discuss the practicality of permanent storage of documents and standard paragraphs. Explain why standardization of projects speeds document production.	After having worked in a simulated or real word processing system for no less than two weeks' time and given 10 situations that require decision-making and problem-solving abilities, analyze each situation in writing and reach an acceptable solution for each situation.
Exhibit desirable cooperative attitude traits consistently.	F. Attitude traits	Determine appropriate standard documents to be used in answer to a number of form letters. List desirable personal qualities of an employee in business, industry or government. Explain how "attitudes" affect the performance of an employee.	During class sessions, while being observed by the teacher using a criterion sheet and with no forewarning, exhibit desirable cooperative atttitude traits.

Competency	Content Outline	Activity Experience	Evaluation
Exhibit an acceptable knowledge of careers in word processing.	G. Word processing careers 1. Word processing center 2. Administrative/support areas	List personality traits/characteristics of a correspondence and/or administrative assistant.	List from memory five personality traits of a correspondence and/or administrative assistant.
		Identify and describe word processing job titles and content.	Write a job description for a correspondence assistant, administrative assistant, word processing supervisor and principal in a word processing environment.
		Demonstrate knowledge and understanding of a word processing organizational chart.	Given a list of job titles, construct a word processing organizational chart.

Competency	Content Outline	Activity Experience	Evaluation
	II. Correspondence Area - Word Processing Center		
Demonstrate good manipulative techniques on a power keyboard consistently.	A. Power keyboards 1. Various types of keyboards 2. Uses of keyboards 3. Skill in operating keyboard 4. Preparing documents from magnetic media 5. Originating formats 6. Utilizing codes.	Demonstrate the regulation of controls on a power typewriter. Apply coding applicable to power keyboard. Record documents, utilizing proper error correction procedures. Demonstrate playback of copy in final or draft form.	Given a power typewriter and a document containing all numbers, symbols, alphabetic letters and applications requiring use of all codes, demonstrate good manipulative techniques while recording, correcting errors and playing back copy.
Proofread and revise documents within a reasonable time. Produce documents from magnetic media rapidly and accurately.	B. Proofreading and revision of documents	List and explain proofreaders' notations. Apply one method of proofreading to recorded document. Discuss revisions with originator of work Revise document to originator's specifications during playback.	Given a power typewriter and three prerecorded documents containing errors, demonstrate the ability to locate and correct errors by producing three error-free playback documents. Given a power typewriter and three prerecorded documents containing revisions marked with proofreader's notations, demonstrate the ability to revise prerecorded documents by making the necessary revisions correctly during playback.
Demonstrate good manipulative machine transcription techniques consistently. Produce documents from magnetic media rapidly and accurately.	C. Machine transcription skills	Demonstrate the regulation of controls on transcriber. Demonstrate the regulation of controls on a power typewriter. Listen to prerecorded material on transcriber. Keyboard dictated document and reports from prerecorded media while listening. Produce documents from original dictation. Record documents and/or standard paragraphs for permanent storage.	Given a power typewriter, a transcriber and a tape, demonstrate good manipulative techniques while keyboarding dictated documents from prerecorded media within the line count production requirements. Given two dictated tapes to be transcribed, a letter reference number and twelve sections of variables, two handwritten pages from which is needed a draft copy, and a table of specifications, demonstrate the ability to produce documents with the finished, correct products returned to the originators within [illegible]imum of turnaround time.

Competency	Content Outline	Activity Experience	Evaluation
		Produce documents from prerecorded media. Produce documents from materials submitted in handwritten or hard copy form. Distribute finished product to originator with minimum of turnaround time.	Given 16 standard paragraphs and three documents to be prepared for permanent storage, demonstrate the ability to record and prepare applicable reference sheets accurately.
File, log and maintain magnetic media accurately.	D. Magnetic media maintenance 1. File 2. Log	Set up log/index of documents. Search log/index to identify and locate documents. Release documents from storage. Return documents to storage. Log/index records of documents and required follow-up. Explain magnetic media storage.	Given a completed log sheet with ten documents specified and ten minutes, locate the ten documents in storage. Given a sheet containing twenty standard paragraphs, prepare an applicable reference sheet accurately.
Manage time and tasks properly and reasonably.	E. Management of time and tasks	Self-log task data sheets. Record a work-volume count and compare with production requirements. Discuss time schedules on work produced. Demonstrate control of work flow by batching and/or standardization.	After having worked in a simulated or real word processing system for no less than two weeks' time and given twelve document production tasks, some similar and some dissimilar, analyze each task and determine the quickest method for performing each task or group of related tasks to the instructor's standard for approval.
Originate formats correctly, utilizing coding applicable to format.	F. Determining formats	Demonstrate judgmental skills to determine type of format, staying within format regulations. Keyboard document, utilizing coding applicable to format. Play back, critique and revise document. Route document, with explanation, to users for approval. Distribute final, approved copy to users.	Given a document to be formatted, demonstrate judgmental skills to determine type of format to the satisfaction of the instructor, then record the document accurately.

Competency	Content Outline	Activity Experience	Evaluation
Determine priorities for all work, doing most important work first, within a reasonable time period.	G. Determine priorities in work	Demonstrate correct priority setting when producing documents consisting of rush requests, revisions and routine work. Demonstrate correct priority setting when working under high volume workloads.	Given an in-basket of rush requests, revisions and routine work assignments; a written description of the word processing system situation; and 15 minutes, assess the priorities, listing all high-priority work first and other work in descending order of priority according to guidelines given in written description.
Supervise word processing center with consistent control.	H. Supervision of word processing center	Supervise briefly all typing and support functions in a word processing center. Explain how to schedule, control, report and maintain quality standards. Explain the necessity of maintaining integrity on all confidential materials being produced. Explain salary administration. Conduct a performance appraisal. Conduct a training session for an individual and for a group. Explain the purpose of cross-training procedures. List desirable employee motivational techniques. Explain why new and revised procedures should be reviewed and analyzed. Explain how new procedures may be implemented.	During class sessions and given a simulated or real word processing system, demonstrate the ability to supervise the center to the instructor's approval.

Competency	Content Outline	Activity Experience	Evaluation
	III. Administrative/Support Area		
Determine priorities for all work, doing most important work first, within a reasonable time period.	A. Determining priorities in work	Explain the steps involved in completing a "work priority sheet." Process business papers and complete a "work priority sheet." Demonstrate correct priority setting when given a number of tasks consisting of arranging meetings, making reservations, and handling mail requiring researching of answers.	Given an in-basket of incoming mail, principals' schedules, mail schedule, a written description of the office situation, and 60 minutes, assess the priorities and complete all high-priority work and list all other work in descending order of priority on a "work priority sheet."
File and maintain records accurately.	B. Records management	Demonstrate correct filing procedures to file documents. Discuss records management. Explain five types of filing systems.	Given an in-basket of twenty-five business papers and an answer sheet, indicate in which department and where each business paper should be filed by filling in the answer sheet correctly.
Produce multiple copies of documents rapidly and accurately on reprographic equipment.	C. Dictation skills 1. From printed copy 2. From creative dictation	Identify and explain three methods of producing multiple copies. Apply one method of producing multiple copies to business papers.	Given reprographic equipment and a document, apply one method of producing multiple copies rapidly and accurately.
Dictate documents accurately onto magnetic media from printed or handwritten copy following correct dictating procedures.		Identify and explain the steps in dictating onto magnetic media. Demonstrate correct procedures while dictating from handwritten or typed copy. Dictate a document from handwritten or typed copy.	Given dictating equipment, a tape and a document, demonstrate correct dictating procedures by dictating the document accurately.
Originate and dictate simultaneously in correct format, from an outline for original document writing, documents that contain all essential information.		Dictate a document to be typed as an original with variables.	Given dictating equipment, a tape, a letter to be answered, and an outline for original document writing, demonstrate original dictation procedures by completing the outline for original document writing from the letter to be answered, then compose and dictate the answer, containing all essential information, in correct format.

Competency	Content Outline	Activity Experience	Evaluation
		Correct dictation errors while mechanically operating magnetic recording media.	
		Explain an outline for original document writing.	
		Describe original dictation procedures.	
		Compose and dictate onto magnetic media from original document outline.	
		Proofread and revise while mechanically operating magnetic recording media.	
		Critique and revise composed documents.	
14 Administer secretarial and clerical support as necessary.	D. Secretarial and clerical support to principals	Explain sorting and distribution of mail.	Given twenty tasks related to secretarial and clerical support and an analysis sheet, demonstrate the ability to handle each task effectively by describing on the analysis sheet the steps in the performance of each task.
		Discuss researching answers for mail.	
		Explain the routing and distribution of articles of mutual interest to employees.	
		Burst, sign, fold and attach related materials for completed mailing tasks.	
		Complete an expense report.	
		Log expense information in budget records.	
		Prepare an order for equipment and supplies.	

Competency	Content Outline	Activity Experience	Evaluation
Implement procedures and interpret flow of work within designated controls.	E. Work flow 1. Procedures 2. Interpretation	Explain the advisability of maintaining and following a procedure manual. Explain how to interpret the flow of materials/procedures. Interpret format coding. Explain the advisability of recommending changes and improvements to a system for better utilization of equipment and personnel. Write a recommended change for a system.	Given a hypothetical situation in a word processing system where problems have been encountered, assess the situation and recommend two suitable solutions, including changes and improvements to be implemented and interpreting the flow of procedures after the changes are implemented.
	F. Supervision of administrative/ support secretaries and clerical personnel		

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Administrative Management. Geyer-McAllister Publications, Inc., 51 Madison Avenue, New York, NY, 10010.

The Office. Office Publications, Inc., P. O. Box 11071, Philadelphia, PA, 19141.

The Secretary. National Secretaries Association, International Publication, 2440 Pershing Rd., Suite G-10, Kansas City, MO, 64108.

Today's Office. National Research Bureau, 211 North LaSalle Street, Chicago, IL, 60601.

Today's Secretary. Gregg Publishing Division, McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY, 10020.

Viewpoint. The Newsletter of The International Word Processing Association. Maryland Road, Willow Grove, PA, 19090.

Words. The Journal of The International Word Processing Association, Maryland Road, Willow Grove, PA, 19090.

Word Processing World. Geyer-McAllister Publications, Inc., 51 Madison Avenue, New York, NY, 10010.

Word Processing. Office Products Division, International Business Machines Corporation, Parson's Pond Drive, Franklin Lakes, NJ, 07417.

3. Audiovisuals

AVT Materials, Mag Card I & Mag Card II, Memory Typewriter. Media Systems Corporation, 757 Third Avenue, New York, NY, 10017. (212-754-3450).

Programmed Course in Word Processing (12 sixty-minute cassettes), 120 page student handbook and library card kit. E.S.P., Inc., 1201 E. Johnson, Jonesboro, AR, 72401. ($99)

Secretarial Practice. Lectures - 12 or 6 cassettes (NB1867), $86; Syllabus (NB2185), $4.90. Career Aids, Inc., Dept. LV1, 5024 Lankerskim Blvd., North Hollywood, CA, 91601.

Transcription Skills for Word Processing. International Business Machines. Available from: Western Tape, P. O. Box 69, Mountain View, CA, 94040 or check with your local IBM representative for information.

Word Processing Training Programs, P. O. Box 409, Daytona Beach, FL, 32015 (904-767-5373).
"What's Inside Word Processing?" An individualized course that can be used in offices and business education curriculums.

Word Processing Is. Ten films in 16 or 8 mm, approximately $225 each or an approximate total of $2,000 plus 4% sales tax. Management Corporation, P. O. Box 2076, Green Bay, WI, 54306 (414-499-2144).

Film List: Word Processing Is.

What's It All About
Kissing "The Girls" Goodbye
Worries and Wonders
The Pivot Point
Take it From the Top
The Rules of the Game
It's Really People
Dictation - Napolean to Now
"In" Side Word Processing
"Out" Side Word Processing

APPENDIX

4. Other Sources

Associations:

International Word Processing Association, Maryland Road, Willow Grove, PA, 19090.

Mrs. Gayle J. Hines, President, North Carolina Chapter of International Word Processing, Occidental Life Insurance Company of North Carolina, 1001 Wade Avenue, Raleigh, NC, 27605.

General:

Any machine transcription tapes.

Individualized materials provided by manufacturers.

Instructional Manual for Power Typewriters.

Resource Books:

Cecil, Paula B. Word Processing in the Modern Office, Student Workbook and Instructors Resource Package. Menlo Park, California: Cummings Publishing Co., Current Edition. (High school printed, excellent glossary.)

Kupsh, Joyce and others. Machine Transcription and Dictation. New York: John Wiley & Sons, Current Edition.

Meyer, Lois and Ruth Moyer. Machine Transcription in Modern Business. New York: John Wiley & Sons, Current Edition.

Ruey, Mary Joyce. A La Carte. Gregg Publishing Co., Current Edition.

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Word Processing and Employment: A Report on A Survey. Deutsch, Shea and Evans, Inc. Conducted with the cooperation of the International Word Processing Association. Copyright, 1975 Deutsch, Shea and Evans, Inc., 49 East 53rd Street, New York, NY, 10022.

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TABLE IA

APTITUDES REQUIRED FOR WORD PROCESSING

Personality Traits/Characteristics

	No. of Mentions
Machine oriented/mechanical aptitude/technical ability/skills	41
Ability to understand new equipment/terminology/ enjoy working with it	19
Intelligence/logic/common sense/analytical, abstract ability	18
Cooperative/work well in group/teamworker	17
Flexible/adaptable/able to accept challenge, change	13
Resourceful/independent worker/self-starter, initiative	13
Accurate/able to follow instructions/attention to details	10
Production oriented/efficient/speedy	9
Enjoy typing	9
Courteous/tactful/able to work with wide range of personalities & levels, sensitive to others	8
Pleasing personality/good attitude/cheerful	7
Ability to work well under pressure	7
Motivation/commitment/interest	6
Perseverance/patience/not become bored easily	5
Innovative/creative/able to conceptualize	5
Organizational/managerial talent	5
Function well in systemized environment, i.e. without personal contact/systems/procedures	4
Ability to handle varied work assignments/responsibilities, and enjoy it	3
Pride in work	3
Dependable/responsible/mature	3
Enjoy hard work	2
Aggressive/competitive	2
Be "thick-skinned"	2
Confidentiality	1
"Inventive lazyness"	1
"Aptitude"	1
"Excellence"	1

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WORD PROCESSING TERMS

(Partial Listing)

1. one-to-one -- the executive/secretary team in the traditional office
2. executive -- the administrative person who carries out or manages the business affairs in the traditional office
3. support -- assistance
4. attrition -- the gradual process of employees resigning and leaving a company
5. turnaround -- the elapsed time between the receipt of a task in the Word Processing Center and the completion of the task
6. signature time -- the elapsed time between the receipt of a task in the Word Processing Center and the signing by the principal or Administrative Assistant
7. cross-trained -- trained to handle the tasks of several job titles
8. keyboarding -- operation of equipment with keyboards
9. delegate -- giving power, rights, or assignments to another
10. document production -- the production of letters, memos, reports, agreements, contracts, invoices, work orders, etc., and the tasks involved in creating those documents
11. formatting skills -- the layout of documents such as repositioning of margins and tabs, adjusting, deciding upon the layout
12. cognitive skills -- understanding and decision-making skills
13. communicating center -- word processing center where equipment utilizes telephone lines to communicate with other communicating typewriters or computers anywhere in the world
14. word processing center -- center where company's written communications are processed
15. magnetic power typewriter -- typewriter that performs some automatic operations

16. magnetic media -- magnetic cards, tapes, etc., used with magnetic power typewriters

17. removable media -- magnetic media that may be removed from a magnetic power typewriter for storage outside the typewriter

18. internal storage -- magnetic power typewriter with features to store documents internally

19. principal -- the administrative person who carries out or manages the business affairs in the word processing office

20. Administrative Support Secretary -- the person who gives support to the principal

21. Administrative Support Cluster -- the grouping of the Administrative Support Secretaries

22. originator -- authors or composes correspondence

23. dictation -- the term used in the traditional office which means the same as "origination" in the word processing structured office

24. proofreading -- making sure no typographical, spelling, grammar, or punctuation errors are in typed documents

25. setting priorities -- deciding upon what tasks should be performed first, second, etc., in order of urgency

26. batching -- grouping all similar kinds of tasks together to speed production

27. revising -- the process of making high speed changes on typed documents with the use of magnetic media

28. editing -- author changes on typed documents

29. reprographics -- duplicating/printing machines

30. machine transcribing -- transcribing recorded documents from a machine

31. "people" planning -- the key that merges the words and the processing to provide for a totally efficient word processing system

32. user -- someone outside the word processing center who uses the services of the center

33. input equipment -- dictating machines, recorders, telephone signaling systems, etc., used to transmit voice recordings to the word processing center

34. output equipment -- magnetic power typewriters, standard typewriters, reprographics, etc., used to produce final copies of documents

35. Word Processing Center User's Manual -- the means used to inform the users of their responsibilities

36. hard copy -- written, typed or printed matter (non-dictated) in a word processing system (Hard copy is one of the forms in which work reaches a typing station.)

37. tape retention -- the holding or keeping a tape for a number of days

38. card retention -- the holding or keeping a card for a number of days

39. repetitive -- repeating

40. prerecorded -- documents stored on tapes or cards for repetitive use

41. form letter -- the prerecorded body of a letter that is not subject to change and may be used with different names and addresses to be mailed to a number of people

42. original dictation -- any new material that can be dictated but need not be stored for repetitive use

43. special requests -- items that cannot be dictated and are submitted in handwritten or hard copy form

44. revised documents -- processed documents that require revisions

45. extended retention -- the holding or keeping of a card or tape beyond the normal retention time

46. variable -- something that changes in value or content

47. transcription -- the conversion by a secretary of dictation to hard copy

48. guide letter -- the prerecorded body of a letter that is not subject to change (same as form letter or prerecorded letter)

49. variable sheet -- a sheet used to list the variables to be inserted in a guide, form, or stored letter or in a document

50. code number -- a number assigned a stored document

51. rush request -- a document of a high priority or urgent nature

52. notational outline -- outline used with original dictation (origination)

53. dual pitch -- magnetic power typewriters with the ability to utilize either 10-pitch (pica) or 12-pitch (elite) type

54. format changes -- revisions in format on typed documents

55. playback -- playing back a copy from magnetic media

56. logging -- record keeping for stored documents

57. standard paragraphs -- stored paragraphs that may be recalled and rearranged to make completed documents

58. decimal tab -- the ability to type statistical tables onto magnetic media with decimals aligned automatically

59. instructional codes -- codes to be inserted when typing on magnetic power typewriters for underscoring, centering, repeating, stopping, etc.